



ORDINARY MEETING AGENDA

Tuesday 31 October 2023
commencing at 9:30 AM

Quilpie Shire Council Boardroom
50 Brolga Street, Quilpie

Ordinary Meeting of Council

24 October 2023

The Mayor and Council Members
Quilpie Shire Council
QUILPIE QLD 4480

Dear Members

Notice is hereby given that a Pre Meeting Briefing will be held in the Council Boardroom, on **Tuesday 31 October 2023**, commencing at **8.30 am**.

Notice is also hereby given that an Ordinary Meeting of the Quilpie Shire Council will be held at the Council Chambers, on **Tuesday 31 October 2023**, commencing at **9:30 AM**.

The agenda for the ordinary meeting is attached for your information

Yours faithfully

Justin Hancock
Chief Executive Officer





ORDINARY MEETING OF COUNCIL AGENDA

Tuesday 31 October 2023
Quilpie Shire Council Boardroom
50 Brolga Street, Quilpie

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- 1 OPENING OF MEETING**
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6 RECEIVING AND CONFIRMATION OF MINUTES

6.1 ORDINARY MEETING OF QUILPIE SHIRE COUNCIL HELD ON TUESDAY 19 SEPTEMBER 2023

IX: 242677

Author: Wanda Loveday, Executive Assistant

Attachments: 1. Minutes of the Council Meeting held on 19 September 2023

RECOMMENDATION

That the Minutes of the Council Meeting held on 19 September 2023 be received and the recommendations therein be adopted.



Ordinary Meeting of Council

MINUTES

Tuesday 19 September 2023

Quilpie Shire Council Boardroom
50 Brolga Street, Quilpie



Unconfirmed

**MINUTES OF QUILPIE SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE QUILPIE SHIRE COUNCIL BOARDROOM, 50 BROLGA STREET, QUILPIE
ON TUESDAY, 19 SEPTEMBER 2023 AT 09:30**

1 OPENING OF MEETING

The Mayor declared the meeting open at 10:20am.

2 ATTENDANCE

Cr Stuart Mackenzie (Mayor), Cr Jenny Hewson (Deputy Mayor), Cr Lyn Barnes, Cr Bruce Paulsen, Cr Roger Volz

In Attendance: Mr Justin Hancock (Chief Executive Officer), Ms Lisa Hamlyn (Director Corporate and Community Services), Mr Peter See (Director Engineering Services) and Wanda Loveday (Secretariat)

Rural Management Team: Kasey Davie, Tom Hennessy, and Chris Goodward

3 APOLOGIES

Nil

4 CONDOLENCES

Council extends its condolences to the families of Chubb Hennessy, Amy Costello, Eva Douglas and George Turner.

5 DECLARATIONS OF INTEREST

Chapter 5B of the Local Government Act 2009 (the Act) requires Councillors to declare a Prescribed or Declarable Conflict of Interest. The Declaration is to be made in writing to the Chief Executive Officer, before the Ordinary Meeting of Council.

Nil

6 RECEIVING AND CONFIRMATION OF MINUTES

6.1 ORDINARY MEETING OF QUILPIE SHIRE COUNCIL HELD ON TUESDAY 15 AUGUST 2023

RESOLUTION NO: (QSC159-09-23)

Moved: Cr Jenny Hewson

Seconded: Cr Roger Volz

That the Minutes of the Council Meeting held on 15 August 2023 be received and the recommendations therein be adopted.

5/0

7 ITEMS ARISING FROM PREVIOUS MEETINGS

Nil

8 MAYORAL REPORT

- 21-22/08/23 - SWQROC Deputation (Brisbane)
- 25/08/23 - SWQROC Carbon Review (zoom)
- 29/08/23 - OQTA Meeting (zoom)
- 01/09/23 - RDA Meeting (zoom)
- 01/09/23 - State Development REFF Steering Advisory Committee (zoom)
- 05/09/23 - LGAQ EMU (Quilpie)
- 09/09/23 - Quilpie Show Opening (Quilpie)
- 14/09/23 - SWQROC Meeting (zoom)
- 14/09/23 - SWRRTG Meeting (zoom)
- 14/09/23 - SWQWSA Meeting (zoom)

9 COUNCILLOR PORTFOLIO REPORTS

Details	Date of Meeting	Location	Mackenzie	Hewson	Paulsen	Volz	Barnes
Ordinary Meeting of Council	15-Aug-23	Quilpie	1	1	1	1	1
NAIDOC Opening - Baldy Top	21-Aug-23	Quilpie				1	1
Governor of Qld Visit	21-Aug-23	Quilpie				1	1
SWQROC Deputation	21/22 Aug 23	Brisbane	1				
NAIDOC Elders Lunch	22-Aug-23	Quilpie				1	1
NAIDOC Eromanga	23-Aug-23	Eromanga				1	
Meeting with Small Business Commissioner	23-Aug-23	Quilpie					1
SWQROC Carbon Review	25-Aug-23	Zoom	1				
Murisia Concert	26-Aug-23	Quilpie				1	1
Forever Sons of Adavale 40th Anniversary	27-Aug-23	Adavale				1	1
OQTA Meeting	29-Aug-23	Zoom	1				
RDA Meeting	1-Sep-23	Zoom	1				
State Development REFF Steering Advisory	1-Sep-23	Zoom	1				
Elected Member Update	5-Sep-23	Quilpie	1	1		1	1
Councillor Workshop	5-Sep-23	Quilpie	1	1		1	1
Quilpie Show	8-9 Sep 23	Quilpie	1	1		1	
Audit Committee Meeting	11-Sep-23	Quilpie		1		1	
SWQROC Meeting	14-Sep-23	Zoom	1				
SWRRTG Meeting	14-Sep-23	Zoom	1				
SWQWSA Meeting	14-Sep-23	Zoom	1				

10 OPERATIONAL STATUS REPORTS**10.1 ENGINEERING SERVICES STATUS REPORTS****10.1.1 MONTHLY STATUS REPORT FOR ENGINEERING SERVICES AUGUST 2023****EXECUTIVE SUMMARY**

This report is about works carried out by Engineering Services during August 2023.

Noted

10.2 CORPORATE AND COMMUNITY SERVICES STATUS REPORTS**10.2.1 PEST AND LIVESTOCK MANAGEMENT COORDINATOR REPORT****EXECUTIVE SUMMARY**

This report provides information and updates to Council on various activities and programs that are facilitated within the Pest and Livestock Management Coordinator's portfolio.

Noted

10.2.2 NDIS COORDINATOR STATUS REPORT**EXECUTIVE SUMMARY**

The purpose of this report is to inform and update Council on National Disability Insurance Scheme activities and programs.

Noted

10.2.3 CORPORATE AND COMMUNITY SERVICES STATUS REPORT**EXECUTIVE SUMMARY**

This report provides information and updates to Council on various activities and programs that are facilitated within the Director Corporate and Community Services portfolio.

Noted

10.3 FINANCE SERVICES STATUS REPORTS**10.3.1 FINANCIAL SERVICES STATUS REPORT - AUGUST 2023****EXECUTIVE SUMMARY**

This report is to provide Council with an update on financial services for month ending 31 August 2023.

Noted

10.4 GOVERNANCE SERVICES STATUS REPORTS**10.4.1 TOURISM AND ECONOMIC DEVELOPMENT STATUS REPORT****EXECUTIVE SUMMARY**

The purpose of this report is to update Council on Tourism and Economic Development activities during August 2023.

Noted

10.4.2 CHIEF EXECUTIVE OFFICER - MONTHLY STATUS REPORT**EXECUTIVE SUMMARY**

This report provides information and updates to Council on various activities and programs that are facilitated within the Chief Executive Officer's portfolio.

Noted

11 ENGINEERING SERVICES

Nil

12 CORPORATE AND COMMUNITY SERVICES**12.1 SPONSORSHIP - ST FINBARR'S P & F****EXECUTIVE SUMMARY**

St Finbarr's P & C has written to Council requesting Sponsorship for its' annual Mystery Holiday Raffle. The mystery holiday raffle is an important part of fundraising for the school.

St Finbarr's are asking Council for a donation towards the Mystery Holiday fundraiser and in return are offering to advertise the Council logo and business name as part of the advertising campaign for the Mystery Holiday tickets.

The Mystery Holiday will be drawn at St Finbarr's Fete on the 3rd of November 2023.

RESOLUTION NO: (QSC160-09-23)

Moved: Cr Bruce Paulsen

Seconded: Cr Lyn Barnes

1. That Council makes a direct cash contribution of \$500 to St Finbarr's Mystery Holiday fund raising raffle.

5/0

12.2 QUEENSLAND REMEMBERS GRANTS PROGRAM**EXECUTIVE SUMMARY**

Applications are now open for round three of the Queensland Remembers Grants Program. Under this program, the Queensland Government has committed up to \$6 million over four rounds to enable eligible organisations to deliver projects or events that support Queensland veterans and their families. Applications close 3 October 2023.

RESOLUTION NO: (QSC161-09-23)

Moved: Cr Roger Volz

Seconded: Cr Bruce Paulsen

1. That Council supports an application to the Queensland Remembers Grants Program – Round 3, Community Grants Program for \$50,000 ex GST for the upgrade of RSL Park in accordance with the Brolga Street Masterplan recommendation and commits \$32,000 towards the total cost of the project, comprising of cash and in-kind contributions.

5/0

12.3 COMMUNITY ASSISTANCE APPLICATION - ALL ABOUT AQUATICS HALLOWEEN PARTY.**EXECUTIVE SUMMARY**

All About Aquatics have submitted an application requesting a direct cash contribution of \$1000 to run a combined Halloween disco movie night for the youth of the community on Saturday 28th September. This event will be run in conjunction with the Quilpie Blue Light. The support from Quilpie Shire Council requested, if approved, will cover the costs for food, decorations and the Quilpie Blue Light. All About Aquatics will provide in-kind donation of staffing for preparation and lifeguarding of this event.

As it is highlighted often, there are not many events that cater for the youth, and the kids have expressed that they really enjoy attending such events.

RESOLUTION NO: (QSC162-09-23)

Moved: Cr Jenny Hewson

Seconded: Cr Lyn Barnes

That Council approves the request for a cash contribution of \$1000 to assist All About Aquatics Halloween Disco and Movie night.

5/0

13 FINANCE**13.1 FINANCIAL SERVICES REPORT MONTH ENDING 31 AUGUST 2023****EXECUTIVE SUMMARY**

The purpose of this report is to present the monthly financial report to Council in accordance with section 204 of the *Local Government Regulation 2012* for the period ended 31 August 2023.

RESOLUTION NO: (QSC163-09-23)

Moved: Cr Roger Volz

Seconded: Cr Lyn Barnes

That Council receive the Monthly Finance Report for the period ending 31 August 2023.

5/0

13.2 FINANCIAL STATEMENTS 2022/23**EXECUTIVE SUMMARY**

The Financial Statements for the year ended 30 June 2023, including the General Purpose Financial Statements and Current Year Financial Sustainability Statement, were certified by the Queensland Audit Office on 12 September 2023, with an unmodified audit opinion for the financial statements. An unmodified audit opinion means the financial statements are reliable.

RESOLUTION NO: (QSC164-09-23)

Moved: Cr Bruce Paulsen

Seconded: Cr Roger Volz

That Council receive and note the audited Financial Statements for 2022/23.

5/0

14 GOVERNANCE**14.1 AMENDMENT TO FINANCIAL DELEGATIONS****EXECUTIVE SUMMARY**

To approve financial delegations

RESOLUTION NO: (QSC165-09-23)

Moved: Cr Bruce Paulsen

Seconded: Cr Roger Volz

That Council endorse the amendment to the Financial Delegations approved by the Chief Executive Officer on 6 September 2023.

5/0

14.2 REQUEST FROM MULGA MATES FOR STAFF HOUSING

EXECUTIVE SUMMARY

Council has received a second request to supply staff housing to the Mulga Mates Early Learning Centre for the current Director/Early Childhood Teacher vacancy.

RESOLUTION NO: (QSC166-09-23)

Moved: Cr Jenny Hewson

Seconded: Cr Lyn Barnes

That Council resolve to: -

- a) Provide an additional dwelling to FGP Moreton Inc for the period of twelve (12) months;
- b) Waive rental fees associated with the dwelling provided (excluding power, internet etc); and
- c) Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement Policy.

5/0

14.3 HOME OWNER GRANT POLICY REVIEW

EXECUTIVE SUMMARY

The Home Owner Grant Policy was first endorsed by Council in June 2021. The Policy was to provide a financial incentive for the construction of new dwellings in the Quilpie Shire Council residential development area. This report presents a variation to the existing policy for review and endorsement.

RESOLUTION NO: (QSC167-09-23)

Moved: Cr Lyn Barnes

Seconded: Cr Roger Volz

1. That Council adopt the following changes to the Homeowner grant policy C.S 103:
 1. To make the following addition to the Home Owner grant policy C.S.103 and procedure under the Value of the Property definition.
 - a. For a relocated home, this will be a market appraisal, bank valuation or Queensland Government Owner-builder cost summary annexure and;
 2. To make the follow addition to the definitions to the Home Owner grant procedure.
 - b. When completing an owner builder cost summary for the Valuation details, applicants must use the Queensland Government Owner-builder cost summary annexure.

5/0

14.4 DEVELOPMENT APPLICATION - MATERIAL CHANGE OF USE - LOT 14 ON SP273738

EXECUTIVE SUMMARY

The purpose of this report is for Council to decide the Development Application for a Material Change of Use to establish a “Warehouse” (Rural Storage) and “Animal Keeping” (Temporary Spelling Yards and Horse Stables) on land situated at Diamantina Development Road, Quilpie, formally described as Lot 14 on SP273738

RESOLUTION NO: (QSC168-09-23)

Moved: Cr Jenny Hewson

Seconded: Cr Roger Volz

That Council

1. receive this report; and
2. Council issue a decision notice to the applicant approving the Development Application for a Material Change of Use to establish a “Warehouse” (Rural Storage) and “Animal Keeping” (Temporary Spelling Yards and Horse Stables) on land situated at Diamantina Development Road, Quilpie, formally described as Lot 14 on SP273738, subject to the following conditions:

General Advice

- I. The relevant planning scheme for this development is the *Quilpie Shire Planning Scheme*. All references to the ‘Planning Scheme’ and ‘Planning Scheme Schedules’ within these conditions refer to this planning scheme.

- II. In the Planning Scheme:

Warehouse means “*Premises used for the storage and distribution of goods, whether or not in a building, including self-storage facilities or storage yards.*”

The use may include sale of goods by wholesale where ancillary to storage.

The use does not include retail sales from the premises or industrial uses.

Animal Keeping means “*Premises used for boarding, breeding or training of animals.*”

The use may include ancillary temporary or permanent holding facilities on the same site and ancillary repair and servicing of machinery.”

- III. All Aboriginal Cultural Heritage in Queensland is protected under the *Aboriginal Cultural Heritage Act 2003* and penalty provisions apply for any unauthorised harm. Under the legislation a person carrying out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural

Heritage. This applies whether or not such places are recorded in an official register and whether or not they are located in, on or under private land. The developer is responsible for implementing reasonable and practical measures to ensure the Cultural Heritage Duty of Care Guidelines are met and for obtaining any clearances required from the responsible entity.

- IV. The *Environmental Protection Act 1994* states that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm includes environmental nuisance. In this regard, persons and entities involved in the operation of the approved works are to adhere to their 'general environmental duty' to minimise the risk of causing environmental harm to adjoining premises.
- V. It is the responsibility of the developer to obtain all necessary permits and submit all necessary plans to the relevant authorities for the approved use.
- VI. In completing an assessment of the proposed development, council has relied on the information submitted in support of the development application as true and correct. Any change to the approved plans and documents may require a new or changed development approval. It is recommended that the applicant contact council for advice in the event of any potential change in circumstances.

Development Conditions

Use

1. The approved development is a Material Change of Use – “Warehouse” (Rural Storage) and “Animal Keeping” (Temporary Spelling Yards and Horse Stables) as defined in the Planning Scheme and as shown on the approved plans.
2. A development permit for building works must be obtained prior to commencing construction of the use.

Compliance inspection

3. All conditions relating to the establishment of the approved development must be fulfilled prior to the approved use commencing, unless otherwise noted within these conditions.
4. Prior to the commencement of use, the applicant shall contact Council and arrange a development compliance inspection.

Approved plans and documents

5. All works and operations are to be carried out generally in accordance with the approved plans listed in the following table. Where the approved plans conflict with the Assessment Manager's conditions, the Assessment Manager's conditions shall take precedence.

Plan/Document Number	Plan/Document Name	Date
-	Site Plan	n.d.

McWat000031614	10m x 13.5m x 5.1m – Permeable Building - Left Elevation & Right Elevation	n.d.
McWat000031614	10m x 13.5m x 5.1m – Permeable Building – Front Elevation & Rear Elevation	n.d.
McWat000031614	Warehouse Rural Storage	n.d.
-	Spelling Yards	n.d.
-	Horse Stalls	n.d.
-	Horse Stables	n.d.

Development works

6. During the course of constructing the works, the developer shall ensure that all works are carried out by appropriately qualified persons and the developer and the persons carrying out and supervising the work shall be responsible for all aspects of the works, including public and worker safety, and shall ensure adequate barricades, signage and other warning devices are in place at all times.
7. The developer is responsible for locating and protecting any Council and public utility services, infrastructure and assets that may be impacted on during construction of the development. Any damage to existing infrastructure (kerb, road pavement, existing underground assets, etc.) that is attributable to the progress of works on the site or vehicles associated with the development of the site shall be immediately rectified in accordance with the asset owners' requirements and specifications and to the satisfaction of the asset owners' representative(s).
8. All works on or near roadways shall be adequately signed in accordance with the "Manual for Uniform Traffic Control Devices – Part 3, Works on Roads".

Applicable Standards

9. All works must comply with:
 - a) the development approval conditions;
 - b) any relevant Acceptable Solutions of the applicable codes of the planning scheme for the area;
 - c) Council's standard designs for such work where such designs exist;
 - d) any relevant Australian Standard that applies to that type of work.

Despite the requirements of paragraphs a-d above, Council may agree in writing to an alternative specification. This alternative specification prevails over those specified in paragraphs a-d in the event of any inconsistency.

The developer must also ensure that any works do not conflict with any requirements imposed by any concurrence lawful requirements outside those stated above.

Stormwater drainage

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10. Stormwater drainage is to be provided in accordance with:
 - a) Queensland urban drainage manual, 3rd Edition, Queensland Department of Energy and Water Supply, 2013;
 - b) Pilgrim, DH, (ed)., Australian Rainfall & Runoff – A Guide to Flood Estimation, Institution of Engineers, Australia, Barton, ACT, 1987; and
 11. Stormwater must not be discharged to adjoining properties and must not pond on the property being developed, or adjoining properties during the development process or after the development has been completed. The developer shall ensure that in all cases, discharge of stormwater runoff from the development drains freely to the legal point/s of discharge for the development.
 12. There must be no increases in any silt loads or contaminants in any overland flow from the property being developed during the development process and after the development has been completed.
 13. The stormwater disposal system must be designed to include appropriate pollution control devices or methods to ensure no contamination or silting of creeks or other waterways.

Avoiding nuisance

14. No nuisance is to be caused to adjoining properties and occupiers by the way of noise smoke, dust, rubbish, contaminant, stormwater discharge or siltation at any time.
15. Dust emanating as result of activities carried out onsite (both during construction and post construction) must be continually monitored and suppressed in order to prevent any dust drifting onto road networks and nearby properties and sensitive land uses.
16. All lighting shall be directed or shielded so as to ensure that no glare directly affects nearby properties.
17. The area and its surrounds shall be kept in an orderly fashion, free of rubbish and clear of weeds and long grasses. The approved development and the premises are to be maintained in a clean and tidy condition and not to pose any health and safety risks to the community.
18. Unless otherwise approved in writing by the Council, approved hours of construction are restricted to Monday – Saturday 6.30am to 6.30pm – noise permitted. Work or business which causes audible noise must not be conducted from or on the subject land outside the above times or on Sundays or Public Holidays.
19. Noise emissions from the development shall not cause environmental harm of nuisance to adjoining properties or “Sensitive Land Uses” in accordance with the Environmental Protection (Noise) Policy 2008.
20. Air emissions from the development shall not cause environmental harm of nuisance to adjoining properties or “Sensitive Land Uses” in accordance with the Environmental Protection (Air) Policy 2008.

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21. A minimum of 10% of the development site shall be landscaped with a majority of the landscaping to be provided the along the Anzac Drive road frontage. Landscape plantings shall include a mix of trees, shrubs and ground covers to enhance the visual appeal of the development and soften the appearance of the built form.

Waste Management

22. All waste generated from construction of the premises must be effectively controlled on-site before disposal. All waste must be disposed of in accordance with the *Environmental Protection (Waste Management) Regulation 2000*.
23. All waste generated on-site must be managed in accordance with the waste management hierarchy as detailed in the *Waste Reduction and Recycling Act 2011*.
24. Animal wastes must be collected regularly, no less than once every seven (7) days when animals are kept on site. All animal waste material must be collected and disposed of off-site. No animal waste is to be stored on site.

Refuse storage

25. Adequate refuse storage areas and facilities must be provided on the site to service the approved development.
26. All waste generated on-site must be managed in accordance with the waste management hierarchy as detailed in the *Waste Reduction & Recycling Act 2011*.

Access and manoeuvring

27. All access points, from the edge of the existing bitumen from Anzac Drive to the property boundary, shall be constructed to a sealed industrial standard to the satisfaction of and at no cost to Council.
28. The landowner is responsible for the construction and maintenance of vehicle crossovers from the road carriageway to the property boundary and for obtaining any approvals that may be required, and for complying with the applicable designs and standards. Should any damage be caused at the approved access locations, it is the landowner's responsibility to ensure this is reinstated. Any repair works are to be undertaken in consultation with Council and at the landowner's expense.
29. All vehicle movements within the site are to be clear of proposed parking areas, buildings and landscape treatments. Vehicle parking bays must not encroach into swept paths for vehicle movements onsite.
30. All vehicles entering and exiting the development site must be able to enter and leave in forward direction. Reversing out of the development site is not permitted. Vehicle manoeuvres in this regard are to be totally contained within the development site boundaries.
31. Car parking and manoeuvring areas are to be designed in accordance with:
- a) AS2890.1 – Parking Facilities;
 - b) Austroads AP-34/95 - Design Vehicles and Turning Path Templates; and

-
- c) The 'Access to Premises Standard' (Vol 1 of the National Construction Code).

Earthworks and Construction

32. During construction, erosion controls and silt collection measures are to be put in place to protect environmental values and mitigate potential impacts to adjoining properties and roadways.

Provision of services

33. The development must be provided with an adequate supply of water in accordance with the applicable standards and policies.
34. Connect the development to an on-site effluent disposal system, in accordance with Schedule 1, Division 4: Standards for Sewerage Supply, Section 4.2; Standards for On-site Sewerage, AS1547 and the Queensland Plumbing and Waste Water Code. Make provision for adequate on-site disposal areas as required.
35. The development must be connected to an adequate electricity supply system in accordance with the relevant building standards, requirements and specifications (as relevant).
36. If the premises is connected to a telecommunications service, then such works shall be undertaken in accordance with the relevant service provider's requirements and specifications along with relevant building standards, requirements and specifications (as relevant).
37. All services installation connections to the respective networks, must comply with (i) the development approval conditions, (ii) any relevant provisions in the planning scheme for the area, (iii) Council's standard designs for such work where such design exist, (iv) any relevant Australian Standard that applies to that type of work and (v) any alternative specifications that Council has agreed to in writing and which the development must ensure do not conflict with any requirements imposed by any applicable laws and standards.

Advertising signage

38. Any advertising signage associated with the approved use must be fully contained within the development site boundaries and must not encroach on adjoining properties or roads.
39. Any free standing advertising signage or structure constructed on the subject site shall be designed by an RPEQ (Structural) Engineer and certification provided for both design and construction.

No cost to Council

40. The developer is responsible for meeting all costs associated with the approved development unless there is specific agreement by other parties, including the Council, to meeting those costs. This includes the costs of any services and infrastructure required in connection with the establishment of the development.

Latest versions

41. Where another condition refers to a specific published standard, manual or guideline, including specifications, drawings, provisions and criteria within those documents, that condition shall be deemed as referring to the latest versions of those publications that are publicly available at the time the first operational works or compliance approval is lodged with the assessment manager or approval agency for those types of works to be performed or approved, unless a regulation or law requires otherwise.

Application documentation

42. It is the developer's responsibility to ensure all entities associated with this Development Approval have a legible copy of the Decision Notice and the Approved Plans and Approved Documents bearing 'Council Approval'.

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14.5 2023 SHOP LOCAL CAMPAIGN**EXECUTIVE SUMMARY**

This report is to endorse the 2023 Shop Local Campaign program.

RESOLUTION NO: (QSC169-09-23)

Moved: Cr Roger Volz

Seconded: Cr Bruce Paulsen

That the Council endorse the 2023 Shop Local Campaign to the total prize pool (in vouchers) provided by Quilpie Shire Council to be \$3000.

5/0

Council adjourned for lunch at 12:13pm and resumed at 12:58pm.

15 CONFIDENTIAL ITEMS

RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 275 of the Local Government Act 2012:

15.1 Request for rates be written off 00845-91500-000 non-current mining claim.

This matter is considered to be confidential under Section 254J(3) - d of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with rating concessions.

15.2 EOI Outback Car Hire

This matter is considered to be confidential under Section 254J(3) - g of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

MOVE INTO CLOSED SESSION

RESOLUTION NO: (QSC170-09-23)

Moved: Cr Bruce Paulsen

Seconded: Cr Jenny Hewson

That Council moves into closed session at 12:59pm.

5/0

MOVE OUT OF CLOSED SESSION

RESOLUTION NO: (QSC171-09-23)

Moved: Cr Lyn Barnes

Seconded: Cr Roger Volz

That Council moves out of closed session and resumes the Ordinary Meeting at 1:19pm.

5/0

15.1 REQUEST FOR RATES BE WRITTEN OFF 00845-91500-000 NON-CURRENT MINING CLAIM.**EXECUTIVE SUMMARY**

To request that Council write off outstanding rates on assessment 00845-91500-000 on a non-current mining lease that expired 16/12/2019 and a renewal application was rejected.

RESOLUTION NO: (QSC172-09-23)

Moved: Cr Bruce Paulsen

Seconded: Cr Roger Volz

That council write-off \$1,714.24 of outstanding rates and interest on assessment 00845-91500-000.

5/0

15.2 EOI OUTBACK CAR HIRE

EXECUTIVE SUMMARY

This report provides an update of the Proposal from The Tourism Group (TTG) for the Quilpie Shire Council to consider partnering with the group and two other Councils – Balonne and Paroo – in the South West Region to create a regional car hire service and the Expression of Interest (EOI) recently advertised for interest in the Outback Car Hire.

RESOLUTION NO: (QSC173-09-23)

Moved: Cr Roger Volz

Seconded: Cr Jenny Hewson

That Council:

1. receive and note this report and accept the 1 only EOI received.
2. in conjunction with Balonne Shire Council and Paroo Shire Council, authorise the CEO to proceed with a select tender process for the 1 EOI received; and
3. Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract.

5/0

16 LATE ITEMS

NIL

17 GENERAL BUSINESS

Councillors were invited to raise any matters they wished to discuss. Matters raised included:

Cr Volz:

- Toompine sign only has Welcome to Toompine message, CEO advised that was due to increased Media and Communications focus on major events such as NAIDOC Week and Quilpie Show. Media and Communications officer is focusing on notice boards this week.
- Discussion with local residents regarding lighting of trees in medium strip of Brolga Street (Diamantina Development Road) – This has previously been explored and access to power was denied by Ergon. The use of solar powered lights was discussed; however due to light pollution from street lights, the effect would be diminished.
- Upcoming auction – DOE advised that a request for quote is soon to be released and will be assessed & awarded based on the criteria set.
- Complaint received regarding the Adavale-Blackall Road. DES inspected the road soon after the complaint was received, some minor maintenance work required. Major concern moving forward is the lack of access to quarries in the area due to recent change implemented by Department of Agriculture and Fisheries.
- Local business commented on plant selection and installation in medium strip as not in line with request for quote received. DES to provide further information on the matter.
- Cr Volz congratulated Council staff helping with the set up for recent local events.

Cr Paulsen:

- Consideration to be given to the installation of more Australian flags along Brolga Street, like that of Moab, USA. DES to consult with TMR on possible restrictions for installation of flag poles in medium strip or on the footpath.

Cr Barnes:

- Council should promote LGAQ motion items to the greater community, advocating for significant issues on a State level.
- Enquired about progress on Carbon assessment – MGC trying to find suitable consultants. The SWQROC is also working on a similar project which will be covered by funding over a two-year period.
- Adavale police hut requires painting – DES currently working on several quotes for overdue assets requiring painting.
- Council to write a letter of congratulations to the Sons of Adavale committee for the recent commemoration event.
- Queried the progress of the Toompine Bore – Contractors have advised that they will be on site to commence by the end of September.
- Queried progress of South Comongin Design – It is understood TMR has finalised the preliminary design and estimated costings. Council to work with TMR to seek funding to replace the existing bridge.

Cr Mackenzie:

- Provided an update on recent discussions around quarry pits and queried if stockpiled material could be utilised in expired pits. DES advised that Council have been advised by DAF that stockpiled material can be utilised, however as permits expired on 30 June 2023, Council were advised prior to this that stockpiled material could not be utilised. Therefore, stockpiled material has been limited due to the previous advice provided.
- Cr Mackenzie informed councillors that emerging issues within the regions were compiled and a letter issued to Hon Kristy McBain MP, Minister for Regional Development, Local Government and Territories.

18 MEETING DATES

The next Ordinary Meeting of Quilpie Shire Council will take place on Tuesday 31 October 2023 in the Quilpie Shire Council Boardroom, 50 Brolga Street, Quilpie commencing at 9:30 AM.

There being no further business the Mayor declared the meeting closed at 2:02pm.

I hereby certify that the foregoing is a true record of the Minutes of the Proceedings of the Ordinary Meeting held on the Tuesday, 19 September 2023.

Submitted to the Ordinary Meeting of Council held on Tuesday, 31 October 2023.

Cr Stuart Mackenzie

Mayor of Quilpie Shire Council

Date

6.2 SPECIAL MEETING OF QUILPIE SHIRE COUNCIL HELD ON TUESDAY 10 OCTOBER 2023**IX: 242679****Author: Wanda Loveday, Executive Assistant****Attachments: 1. Minutes of the Special Council Meeting held on 10 October 2023**

RECOMMENDATION

That the Minutes of the Special Council Meeting held on 10 October 2023 be received and the recommendations therein be adopted.



Special Meeting of Council

MINUTES

Tuesday 10 October 2023

Quilpie Shire Council Boardroom
50 Brolga Street, Quilpie



Unconfirmed

**MINUTES OF QUILPIE SHIRE COUNCIL
SPECIAL COUNCIL MEETING
HELD AT THE QUILPIE SHIRE COUNCIL BOARDROOM, 50 BROLGA STREET, QUILPIE
ON TUESDAY, 10 OCTOBER 2023 AT 8:30 AM**

1 OPENING OF MEETING

The Mayor declared the meeting open at 8:35am.

2 ATTENDANCE

Cr Stuart Mackenzie (Mayor) (Zoom), Cr Jenny Hewson (Deputy Mayor), Cr Lyn Barnes, Cr Bruce Paulsen, Cr Roger Volz

In Attendance: Mr Justin Hancock (Chief Executive Officer), Ms Lisa Hamlyn (Director Corporate and Community Services), Brian Weeks (Acting Director Engineering Services) and Wanda Loveday (Secretariat)

3 APOLOGIES

Nil

4 DECLARATIONS OF INTEREST

Chapter 5B of the Local Government Act 2009 (the Act) requires Councillors to declare a Prescribed or Declarable Conflict of Interest. The Declaration is to be made in writing to the Chief Executive Officer, before the next Council meeting.

Cr Paulsen declared a prescribed interest in Item 5.2

5 ENGINEERING SERVICES

5.1 REQUEST FOR QUOTATION RFQL 03 23-24 FULL SERVICE BITUMEN RESEALS

EXECUTIVE SUMMARY

A Request for Quotation was called for Full-Service Bitumen Reseals on 08/09/2023. This report recommends the award of the Request for Quotation.

RESOLUTION NO: (QSC174-10-23)

Moved: Cr Bruce Paulsen

Seconded: Cr Lyn Barnes

That Council:

- a) Subject to funding approval and finalisation accept the Request for Quotation RFQL 03 23-24 Full-Service Bitumen Reseals from Austek Spray Seal for the sum of **\$339,031.91 excluding GST**; and
- b) Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

5/0

Cr Bruce Paulsen declared he has a prescribed conflict of interest (as defined by sections 150EG, 150EH and 150EI of the *Local Government Act 2009*) in matters regarding the Quilpie Golf Club.

Cr Bruce Paulsen is President of the Quilpie Golf Club. The Quilpie Golf Club stands to gain a financial benefit depending on the outcome of the matter, as one of the tenders is submitted by a major sponsor of the Quilpie Golf Club.

Cr Bruce Paulsen advised that in accordance with legislative requirements he will leave the meeting while the matter is resolved.

At 8:38am, Cr Bruce Paulsen left the meeting while Item 5.2 was resolved.

5.2 RFQL05 23-24 FLOOD RESTORATION WORKS 2022 CONGIE ROAD PACKAGE

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with a recommendation to award RFL05 23-24 Flood Restoration Works 2022 Congie Road Pkg for the Restoration of Essential Public Asset Works on Congie Road.

RESOLUTION NO: (QSC175-10-23)

Moved: Cr Jenny Hewson

Seconded: Cr Roger Volz

1. That Council:

- (a) Subject to funding approval and finalisation, award RFQL05 23-24 Flood Restoration Works 2022 Congie Road Pkg to SA Travers & SL Travers for an amount of \$821,568.67 excluding GST; and
- (b) Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy

4/0

At 8:40am, Cr Bruce Paulsen returned to the meeting.

At 8:42 am, Cr Jenny Hewson left the meeting.

At 8:44 am, Cr Jenny Hewson returned to the meeting.

9 CONFIDENTIAL ITEMS

RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 275 of the Local Government Act 2012:

9.1 2023/24 Quarter 1 Budget Review

This matter is considered to be confidential under Section 254J(3) - c of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the local government's budget.

MOVE INTO CLOSED SESSION

RESOLUTION NO: (QSC176-10-23)

Moved: Cr Jenny Hewson

Seconded: Cr Roger Volz

That Council moves into closed session at 8:49am.

5/0

MOVE OUT OF CLOSED SESSION

RESOLUTION NO: (QSC177-10-23)

Moved: Cr Bruce Paulsen

Seconded: Cr Lyn Barnes

That Council moves out of closed session and resumes the Special Meeting at 9:30am.

5/0

9.1 2023/24 QUARTER 1 BUDGET REVIEW**EXECUTIVE SUMMARY**

In accordance with S170 (3) of the *Local Government Regulation 2012*, the local government may, by resolution, amend the budget for a financial year at any time before the end of the financial year.

RESOLUTION NO: (QSC178-10-23)

Moved: Cr Lyn Barnes

Seconded: Cr Roger Volz

That Council:

1. Note that the budget has been prepared on an accrual basis and is consistent with the Corporate Plan and annual Operational Plan.
2. Approve the 2023/24 budget amendments (operational and capital) which are outlined in the report.
3. Approve the revised financial statements for the 2023/24 budget amendments and the following report attachments:
 - (a) Revised Budget Financial Statements (Financial Position, Cash Flow, Income and Expenditure and Changes in Equity) - 2023/24 & the next two years
 - (b) Revised Long Term Financial Forecast - 2023/24 & the next nine financial years
 - (c) Revised Measures of Financial Sustainability for 2023/24 and the next nine financial years (Ratios)
 - (d) Revenue Policy 2023/24
 - (e) Revenue Statement 2023/24
 - (f) Revised Total Value of Change in Rates and Charges
4. Include the Quarter 1 Budget Review 2023/24 document on Council's website.

5/0

6 CORPORATE AND COMMUNITY SERVICES

6.1 EXCLUSION FENCE SUBSIDY PROGRAM - ROUND 7

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider the applications received under the Quilpie Shire Council Exclusion Fence Subsidy Program – Round 7.

RESOLUTION NO: (QSC179-10-23)

Moved: Cr Roger Volz

Seconded: Cr Jenny Hewson

- That Council approve the following applications under the Quilpie Shire Council Exclusion Fence Subsidy Program– Round 7, totalling \$255,900:

Applicant Name	Property Name	Km	Cost ex GST
Just Grazing	Coolbinga / Wanko	7.0	21,000
JW Scott & RJ Millar	Alaric	16.4	24,600
Greg Windsor	Goombie / Durella	41.6	124,800
Greg Windsor	Milroy / Arawee	6.6	19,800
Bill Scott	Yeenunga	11.4	17,100
Jim Rennick	Gumbardo	6	18,000
VG & JM Richardson	Koonawalla	13.8	20,700
VG & JM Richardson	Moondilla	6.6	9,900
Total		109.4	255,900

5/0

7 FINANCE

7.1 QUEENSLAND AUDIT OFFICE FINAL MANAGEMENT LETTER 2022/23

EXECUTIVE SUMMARY

On behalf of Mayor Mackenzie, this report presents the Queensland Audit Office Final Management Report for 2022/23 to Council.

RESOLUTION NO: (QSC180-10-23)

Moved: Cr Jenny Hewson

Seconded: Cr Bruce Paulsen

That pursuant to section 213(3) of the *Local Government Regulation 2012*, Council receive and note the Queensland Audit Office Final Management Report for 2022/23 presented by the Mayor.

5/0

7.2 PURCHASE OF TWO-BEDROOM HOME (SECOND HAND EX DISPLAY)

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with a recommendation to purchase a second-hand two-bedroom home without first inviting written quotes or tenders in accordance with section 235(e) of the *Local Government Regulation 2012*.

RESOLUTION NO: (QSC181-10-23)

Moved: Cr Bruce Paulsen

Seconded: Cr Jenny Hewson

That Council resolve to:

- 1) Enter into a contract for the supply and delivery of a second-hand ex display two-bedroom house from Hoek Modular Homes for the price of \$253,000 including GST, in accordance with section 235(e) of the *Local Government Regulation 2012*;
- 2) Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to enter into contract, withdraw from contract, negotiate, finalise and execute any and all matters associated with or in relation to the above item, subject to Council's normal procurement policies and practices.

5/0

8 GOVERNANCE

8.1 ADOPTION OF 2022/2023 ANNUAL REPORT

EXECUTIVE SUMMARY

RESOLUTION NO: (QSC182-10-23)

Moved: Cr Bruce Paulsen

Seconded: Cr Lyn Barnes

That Council adopt the 2022-2023 Annual Report pending any audit changes, grammar and spelling review and additional photos.

5/0

At 9:59 am, Cr Jenny Hewson left the meeting.

At 10:00 am, Cr Jenny Hewson returned to the meeting.

8.2 TENDER CONSIDERATION PLAN - PURCHASE OF UP TO A MINIMUM OF FOUR (4) X THREE (3) BEDROOM HOUSES

EXECUTIVE SUMMARY

This report is to provide Council with consideration to approving a tender consideration plan to be prepared and adopted for the purchase of a minimum of four (4) x three (3) bedroom homes in accordance with S230 of the Local Government Regulation 2012.

RESOLUTION NO: (QSC183-10-23)

Moved: Cr Jenny Hewson

Seconded: Cr Lyn Barnes

1. That Council authorise the CEO to undertake a Tender Consideration Plan in accordance with S230 of The Local Government Regulation 2012 for the purchase of a minimum of four (4) x three (3) bedroom houses to be presented at a Council meeting at a future date; and
2. In accordance with S230(2) of the LGR 2012, this TCP will include the following:
 - (a) the objectives of the plan; and
 - (b) how the objectives are to be achieved; and
 - (c) how the achievement of the objectives will be measured; and
 - (d) any alternative ways of achieving the objectives, and why the alternative ways were not adopted; and
 - (e) the proposed terms of the contract for the goods or services; and
 - (f) a risk analysis of the market from which the goods or services are to be obtained.

5/0

8.3 LOCAL GIFT CARD PROGRAM

EXECUTIVE SUMMARY

The purpose of this report is to present information about Local Gift Card programs for implementation in Quilpie Shire.

RESOLUTION NO: (QSC184-10-23)

Moved: Cr Bruce Paulsen

Seconded: Cr Lyn Barnes

1. That Council support the implementation of Local Gift Card Program;
 - (a) That Council engage Why Leave Town to implement the five-year subscription of Why Leave Town Ultimate (including square integration) Local Gift Card program; and
 - (b) Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate, finalise and execute all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

5/0

At 10:40 am, Cr Jenny Hewson left the meeting.

At 10:41 am, Cr Jenny Hewson returned to the meeting.

8.4 PRELIMINARY DEVELOPMENT APPLICATION FOR QUILPIE BOWLS CLUB

EXECUTIVE SUMMARY

To approve a preliminary Building Application for the Quilpie Bowls Club to enable them to apply for funding for a sunshade structure.

RESOLUTION NO: (QSC185-10-23)

Moved: Cr Roger Volz

Seconded: Cr Jenny Hewson

That Council approve the preliminary development application for the Quilpie Bowls Club to enable them to apply for funding for a sunshade structure.

5/0

10 LATE ITEMS

NIL

11 GENERAL BUSINESS

Councillors were invited to raise any matters they wished to discuss. Matters raised included:

Nil

There being no further business the Mayor declared the meeting closed at 10:43am.

I hereby certify that the foregoing is a true record of the Minutes of the Proceedings of the Special Meeting held on the Tuesday, 10 October 2023.

Submitted to the Council Meeting held on Tuesday, 31 October 2023.

Cr Stuart Mackenzie

Mayor of Quilpie Shire Council

Date

7 ITEMS ARISING FROM PREVIOUS MEETINGS

Nil

8 MAYORAL REPORT

9 COUNCILLOR PORTFOLIO REPORTS

10 OPERATIONAL STATUS REPORTS

10.1 ENGINEERING SERVICES STATUS REPORTS

10.1.1 MONTHLY STATUS REPORT FOR ENGINEERING SERVICES SEPTEMBER 2023

IX: 238694

Author: Peter See, Director Engineering Services

Attachments: 1. Proterra Group Monthly report October 2023 [↓](#)

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

This report is about works carried by Engineering Services during September 2023.

ACTION ITEMS

Nil

OPERATIONAL UPDATE

General

- Some significant delays to all works are occurring to normal progress due to the shortage of supervisory staff and concrete and structures staff.
- An issue arose at the end of September regarding cultural heritage at the Grey Range project. TMR are managing the issue as the cultural heritage was managed by TMR for this project.
- Council has been approached by a Company to supply concrete to the Adavale Gas Field reactivation project. The two local suppliers declined the work despite previous complaints from one contractor about taking their work. Council is regularly the only supplier willing to supply concrete. As such it is proposed that Council be a supplier if approached independently. Council should consider this approach.
- Three property owners have denied access to water for roadworks. This will develop into a major issue if significant rainfall does not occur soon.

Roads

RMPC

- Long Plains Contracting is carrying out heavy formation grading on the Adavale Blackall Road. Council has received many indirect negative comments via social media but no formal complaints.
- RMPC funds have also been used in the initial preparations for the TIDS project on the Quilpie-Adavale Red Road.
- Slashing of the Quilpie-Charleville Road is being carried out.

Other TMR Works

- Approval has been received to continue the remaining widening works at the Grey Range on the Diamantina Developmental Road. This work was programmed to commence in Mid-October 2023 but is now delayed due to a cultural heritage issue. This is being dealt with by TMR and does not involve Council.

- Concrete works associated with the flood ways on the above project are near complete.
- The Murweh Shire Jet patcher was used on the project to do some tidy up sealing.
- Work is commencing on the north end of the gravel on the Quilpie Adavale Red Road near the Beltram Park Southern intersection. The initial focus of the first 2 km is nearing completion. This includes the intersection with Beltram Park Road southern intersection.

Flood Damage Works TMR

- No works have been carried out or are scheduled.

Flood Damage Works Shire Roads.

- Please see attached report from Proterra Group.
- Works on the sealed sections of Mt Margaret Road and Kyabra Road are complete.
- Trinidad Road works have been delayed due to a lack of water available for road works.
- Works are underway in the Toompine area.

Concrete and Structures

- Works are near complete on the initial works at the Grey Range for TMR. The gang will be re-establishing to site once works recommence to construct two culvert crossings of the road.
- The gang has been heavily involved in the works at the four new houses in Quilpie. This has been significant with driveways, shed slabs, and fencing.

Council Buildings and Facilities

- All four new houses are near complete. Three houses have tenants living in them. The two four-bedroom houses are the most complete.
- 66 Pegler Street is complete except for external painting.

Waste

- Large amounts of waste are being deposited at the Eromanga dump. A contractor was engaged in early October to cart road train loads of general waste, tyres, and timber pallets to the Quilpie facility. A camera will be installed as soon as possible to determine where the waste is emanating from as the amount of waste is disproportionate for the population of Eromanga.
- The scrap metal stockpiles at the Quilpie waste centre will need to be buried next month as no one appears to be interested in the scrap for recycling. The stockpiles are a fire hazard.

Water and Sewerage

- The water and sewerage staff have been concentrating on building repairs and completion of the new houses.
- Planning is advanced to commence work on the remainder of the Quarrion Street water main renewal in the second half of October 2023. This work will be done by staff, external contract staff and the concrete gang.
- A major water main failure occurred in Gyrica Street at the feed into the Quilpie Hospital. Staff worked into the night and the following day to replace approximately 8 metres of water main. The old main had split longitudinally.
- Council is now guiding residents to contact Alan McNall Plumbing for all repairs within private properties. Council will only do plumbing works on Council owned facilities and housing.

Plant and Workshops

- The workshop has been very understaffed due to the resignation of the Manager and the long-term leave of a fitter. As such, the workshop is only working at 50 % capacity.
- The new Caterpillar grader had its engine replaced as part of a recall. This is at no cost to Council but is providing some experience to the two apprentices.
- Four light vehicles have been delivered.

Town Services

- Many community events occurred this month which involved Council staff.
- Works on gardens, landscaping, and turfing have continued at the four new houses.
- Brolga Street median strip between Chulungra Street and Gyrica Street is essentially complete.

CONSULTATION (Internal/External)

N/A

LEGAL IMPLICATIONS

N/A

FINANCIAL AND REVENUE IMPLICATIONS

Works are carried out in accordance with the budget.

Risk Management Implications

Nil.



**MONTHLY PROJECT REPORT
OCTOBER 2023**

**QUILPIE SHIRE COUNCIL
DRFA – FLOOD RESTORATION PROJECTS**

MARCH 2021 Event

JANUARY 2022 Event

SEPTEMBER 2022 Event

June 2023 Event


COOMA ROAD BETTERMENT PROJECT-Complete



QSC – DFRA MONTHLY PROJECT REPORT

October 2023

AMENDMENT, DISTRIBUTION and APPROVAL

ISSUE	AUTHOR	REVIEWER	APPROVED FOR ISSUE		
			NAME	SIGNATURE	DATE
1	Cameron Mocke	Cameron Mocke	Cameron Mocke		20/10/2023

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**QSC – DFRA MONTHLY PROJECT REPORT****October 2023****TABLE OF CONTENTS**

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QSC – DFRA MONTHLY PROJECT REPORT

October 2023

CONTRACT SUMMARY

Contract Number	RFQL06 22-23
Principal Representative's Delegate	PROTERRA GROUP
Project Manager	Cameron Mocke
Target Date for Practical Completion of 2022 September event works	20 December 2024

FINANCIAL STATEMENT

Description	Status	Percentage Completed
Approved Submissions QSC.0007.1920-QSC.0023.1920	Approved	100%
Approved Submissions QSC.0027.2021L-100% complete. QSC.0028.2021L, QSC.0030.2021L, QSC.0031.2021L, QSC.0032.2021L, QSC.0029.2021L-Includes Betterment submission.	Approved	100%
2022 event works Submissions		
QSC.0036.2122F, QSC.0040.2122F,	Approved	100%
QSC.0039.2122F and QSC.0037.2122F.	Approved	30%
Betterment Works- Old Charleville Road		100%
2022-September event works Submissions		
QSC.0042.2223C,	Approved	68%
QSC.0043.2223C.	Approved	6%
QSC.0046/QSC.0047/QSC.0048/QSC.0049.2223C.	Approved	3%
2023-June event works Submissions		
3 Separate submissions are being prepared	Busy	75%

**QSC – DFRA MONTHLY PROJECT REPORT****October 2023**

Event date	Percent Complete	Estimated Final Cost
26-February-2020	100%	\$16,720,732.34
31-March-2021	100%	\$11,858,278.21
04-February-2022	73%	\$9,309,406.58
15-September-2022	19%	\$15,687,920.49
16-June 2023	0%	\$4,000,000.00

**QSC – DFRA MONTHLY PROJECT REPORT****October 2023****FINANCIAL DISCUSSION**

All funds for submissions approved by QRA have had the required upfront funds transferred to QSC.

VARIATIONS / SCOPE CHANGES

2021 REPA Works

No variations have been issued for 2021 REPA works.

2022 REPA Works

Var.01 will be issued for sealing of additional areas on Tobermory Road

PROGRAM

The supervised crew consisting of equipment hired from Longplains Contracting and APV Contracting amongst other contractors have completed works on Mt Margaret and Kyabra Roads.

APV Contracting are progressing well on the Ingeberry and Mulliana Road Pkg.

Tolbra Earthmoving have completed the works on Cheepie Adavale Road.

SL & SA Travers have started works on the Old Thargomindah Road pkg, and have completed Duck Creek, Napoleon and Wareo Roads as part of the package.

The heavy rainfall that took place mid-September 2022 has been declared as an event by QRA, with Proterra Group being awarded the delivery of these restoration works by QSC. Proterra Group have assessed the damage and submitted six submissions to QRA for assessment. All have been approved and initial setup works have started.

The first submission lodged which covers the following roads, Tobermory, Ingeberry, Mulliana and Bowallie-Tobermory Roads. This tender has been awarded to APV Contracting. APV Contracting have completed works for Separable Portion A.

The second submission covers roads around the Eromanga township. Boondook, Congie, Corowa, Earlstoun, Kyabra, Mt Howitt, Pinkilla, Ray, Raymore, Wallyah and Warrabin Roads. The tender covering the preparation of this material has been awarded to APV Contracting, APV have commenced with the preparation of the material.

The tender for REPA works on Trinidad Road- RFQL 017 22 – 23 Flood Restoration Works has been awarded to APV Contracting after they had supplied a very comprehensive set of tender documents as well as pricing to match the works. Work on Trinidad Road has slowed down due to lack of construction water in the area, this mostly caused by local landowners protecting water reserves for expected drought.



QSC – DFRA MONTHLY PROJECT REPORT

October 2023

Proterra Group staff are currently assessing damage and building submissions that will be forwarded to QRA for approval on damage caused during severe prolonged rainfall during mid June 2023.

PROCUREMENT**6.1 UPCOMING TENDERS**

- A tender has been issued for the preparation of material for the remainder of the works in the September 2022 works, this will go to the council meeting for ratification at end of October 2023.
- A Tender has been issued for the reconstruction of flood damage on Congie Road, this contract has been awarded to SL&SA Travers.
- A further tender will be issued for the delivery of flood damage work around the Eromanga area.
- Further quotes will be issued via Vendor Panel once preparations and approvals have been received.

6.2 TENDERS/QUOTES AWARDED-2022 and 2022 September WORKS

Tender	Contractor	Value	GST	Total
RFQ 02 22-23 Flood Restoration Works Pkg A- (Keeroongooloo, Regleigh and Springfield Roads)	APV Contracting	\$750,271.91	\$75,027.19	\$825,299.10
RFQ 06 22-23 Flood Restoration Works Pkg B- (Pinkenetta and Giberoo Roads)	APV Contracting	\$345,807.47	\$34,580.75	\$380,388.22



QSC – DFRA MONTHLY PROJECT REPORT

October 2023

RFQ 016 22-23 Flood Restoration Works 2022 Pkg C- (Cheepie Adavale Road)	Tolbra Earthmovers and Haulage	\$1,057,496.87	\$105,749.59	\$1,163,245.46
RFQL 08 22 - 23 Flood Restoration Works 2022 Package F- (Wareo, Duck Creek and Napoleon Roads)	Tolbra Earthmovers and Haulage	\$320,939.55	\$32,093.96	\$353,033.51
RFQL 04 22-23 Flood Restoration Works 2022 Pkg D- (Old Charleville Road)	SA & SL Travers	\$1,110,981.28	\$111,098.13	\$1,222,079.41
RFQ 07 22-23 Flood Restoration Works 2022 Pkg E- (Big Creek Road)	APV Contracting	\$626,170.00	\$62,617.00	\$688,787.00
RFQL 09 Flood Restoration Works 2022 Pkg G- (Old Thargo and Kiandra Roads)	SC & KG Bowen	\$797,189.14	\$79,718.91	\$876,908.05
RFQL 016 22 - 23 Flood Restoration Works 2022 Package --(Tobermory Road Package)- Screening	APV Contracting	\$494,310.00	49,310.00	\$543,741.00
RFQL 015 22-23 Screening-Eromanga Pkg	APV Contracting	\$461,769.60	\$46,176.96	\$507,946.56
RFQL 017 22 - 23 Flood Restoration Works 2022 Trinidad Road Package	APV Contracting	\$1,615,500.85	\$161,550.09	\$1,777,050.94

**QSC – DFRA MONTHLY PROJECT REPORT****October 2023**

RFQL 018 22 - 23 Flood Restoration Works 2022 Old Thargo Road Package	SA & SL Travers	\$1,577,063.38	\$157,706.34	\$1,734,769.72
RFQL 01 23 - 24 Mt Margaret and Kyabra Road sealing	RPQ Spray Seal Pty Ltd	\$471,693.38	\$47,169.34	\$518,862.72
RFQL05 23-24 Flood Restoration Works 2022 Congie Road	SA & SL Travers	\$821,568.67	\$82,156.87	\$903,725.54

6.3 GRAVEL SCREENING

One more Tender for the rest of the screening for 2022 September works has been issued, this contract will be assessed at end of October council meeting.

WATER ISSUES

Construction water is becoming an issue; Pkg RFQL 017 22-23 has under mutual agreement been put on temporary hold due to lack of construction water in that area.

QRA

The QRA have visited Quilpie and inspected works and are satisfied with progress and quality.

**QSC – DFRA MONTHLY PROJECT REPORT****October 2023****PHOTOS**

Wirtgen Stabiliser used to pulverize existing seal whilst introducing new material and moisture into existing pavement on Mt Margaret and Kyabra roads recently.

**QSC – DFRA MONTHLY PROJECT REPORT****October 2023**

Padfoot roller used for compaction and sealing in of moisture on new pavement before
Grader gives a final cut removing pad marks.

**QSC – DFRA MONTHLY PROJECT REPORT****October 2023**

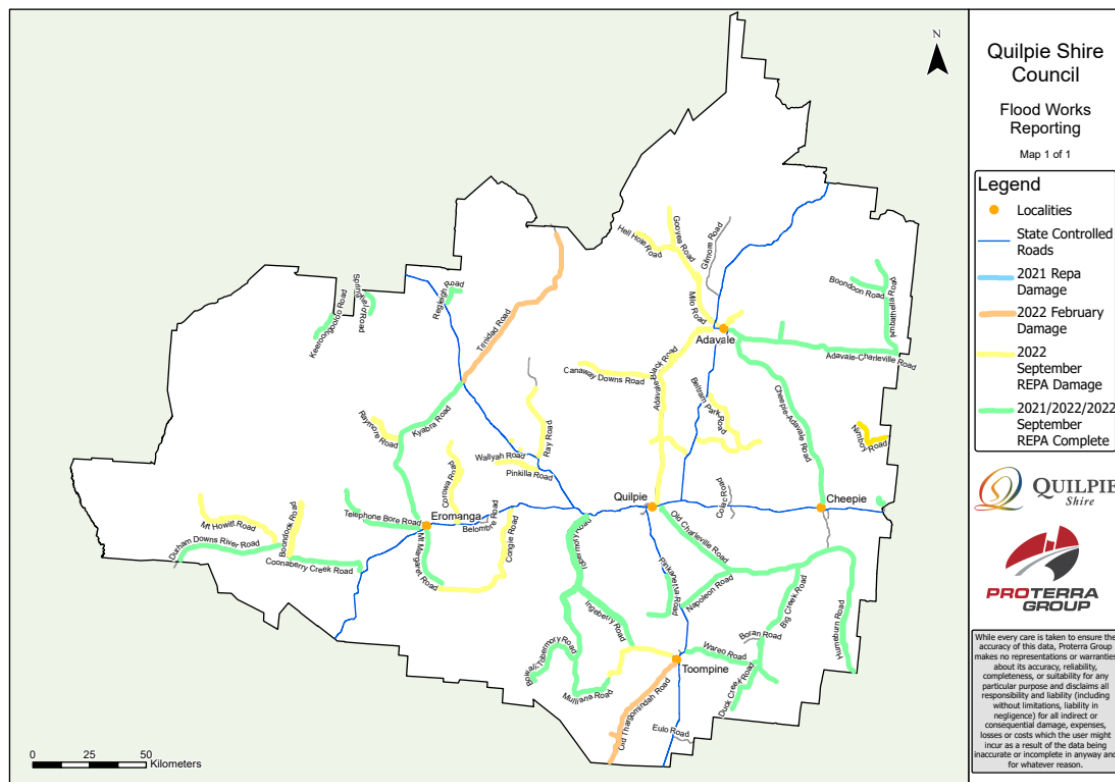
Sealing operation on Mt Margaret Road by outside contractor.



QSC – DFRA MONTHLY PROJECT REPORT

October 2023

APPENDIX A – 2021/2022/2022 SEPTEMBER REPA WORKS MAP



10.2 CORPORATE AND COMMUNITY SERVICES STATUS REPORTS

10.2.1 PEST AND LIVESTOCK MANAGEMENT COORDINATOR REPORT

IX: 242788

Author: Damien McNair, Pest & Livestock Management Coordinator

Attachments: Nil

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

This report provides information and updates to Council on various activities and programs that are facilitated within the Pest and Livestock Management Coordinator's portfolio.

ACTION ITEMS

Nil

OPERATIONAL UPDATE

Wild Dog Scalps Presented to Council 01-07-2023 to 30-09-2023

<u>Property</u>	<u>No of Scalps</u>			<u>Amount of Payment</u>
	Male	Female	Pups	
Armoobilla	2	-	-	100.00
Total	2	-	-	100.00

Wild Dog Scalps - Comparative Data Table

	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Male	233	200	51	42	82	2
Female	179	106	44	17	39	
Pups	41	47	4	8	8	
Total	453	353	99	67	129	2

Wild Dog Baiting Program

Hot spot baiting was completed at the following properties during September:

- North Comongin
- Wanko
- Wellclose
- Whynot
- Nickavilla

Wild Dog Baiting Program 2 has commenced. During the month baiting has been completed at the following properties:

- Ray, Bunginderry, Trinidad, Araluen, Canaway
- Tallyabra, Belombre, Congie, Whynot, Moble
- Wanko, Wynbin, Coolbinga
- Bowalli, Mulianna, Wambin, Kiandra, Ardoch
- Regleigh, Raymore, Kyabra, Burkabulla
- Boran, Big Creek, Glen Valley, Coparella, Beechal, Cowley

Gundorah and Adavale baiting yet to be confirmed.

Trapping

Traps are currently set at the following properties:

- Wanko
- North Comongin

Traps were pulled up at Maybe during the month.

Local Laws

One letter of complaint was received during the month of October regarding dogs.

One property was inspected to ensure compliance with Local Laws following a letter to the residents.

Warning / Infringement books ordered.

Meetings / Training

Training: RFDS Mental Health First Aid

Meeting: Balonne Shire Council – Authorised Inspection Program (taking place during November)

Commons and Reserves

Reserve	Condition	Notes
Quilpie Common	Dry	Stock holding condition
Eromanga Common	Dry	Stock in good condition
Adavale Common	Very Dry	Stock holding condition
Warrabin Lane	Very Dry	No stock – excess kangaroos in paddock
Dillon's Well	Fair	Reserve holding up well in current conditions Stock currently agisted on reserve in good condition

Pest Weed Management

Entity	Location	Target	Action
TMR	Quilpie - Charleville Rd		Spray

Council	Kyabra Road		Roadside Spray
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General

Advice was received from Parks & Wildlife that further information was required for the Mitigation Permit to proceed.

CONSULTATION (Internal/External)

Director Corporate & Community Services

Manager Governance & Compliance

Council Staff

Balonne Shire Council

Landholders

Community Members / Animal Owners

LEGAL IMPLICATIONS

NA

FINANCIAL AND REVENUE IMPLICATIONS

Operating within Council Budget 2023-2024

RISK MANAGEMENT IMPLICATIONS

Low Risk – within standard operations

10.2.2 LIBRARIAN STATUS REPORT**IX: 242789****Author: Annie-Jo Vogler, Librarian****Attachments: Nil****KEY OUTCOME**

Nil

EXECUTIVE SUMMARY

To provide an update to Council on Library activities from July to September 2023.

OPERATIONAL UPDATE**Library Statistics**

Visitor numbers for this quarter:

- July to September 2022 – 1557
- July to September 2023 – 1138

Visitor numbers year to date:

- 2022 – 5003
- 2023 – 3254

Circulation this quarter:

- Items loaned – 383
- Reserved items received – 184

Activities and Events

First 5 Forever Program:

- Total programs this quarter – 10
- Total attendance this quarter – 185 children and caregivers
- Average attendance per program 2023 – 17 children and caregivers

BeConnected Digital Literacy Webinars:

- Total programs this quarter – 3
- Average attendance per program – 6

School Holiday Activities (18-29 September):

- Total sessions – 6
- Average attendance per session – 5 children

The Last Promise Book Signing & Author Talk (31 August):

- Total attendance – 8

Seniors Group Poetry Morning (18 September):

- Total attendance – 7

General:

- The library held three BeConnected Digital Literacy webinars for community members over 50. The following topics were covered: How to Use Government Websites, iPhone Basics and Android Phone Basics. We plan to continue holding these webinars monthly for the rest of the year.
- Library staff participated in State Library of Queensland's online Digital Skills Assessment Tool Workshop on 23 August. The workshop gathered feedback from Public Library staff regarding future digital skills professional development opportunities and resources.
- On 31 August, the Library hosted Brisbane-based author Terrence Antoniak for a book signing and reading of his newly published novel, The Last Promise. A copy of The Last Promise was purchased for the Library collection.
- The Library has continued to partner with Health Promotions Officer, Michelle Donohue, to host events for seniors in the community. The Seniors' Group have utilised Library space for a poetry reading morning and craft and chat afternoons. Librarian, Annie-Jo Vogler, also attended the Quilpie Seniors Luncheon on 20 September and gave a short presentation on the collections and services available at the Library.
- Over the September school holidays, six activity sessions were held for school-aged children. These included crafts, such as macrame and collage, virtual reality gaming and robotics. We had an average attendance of five children per session.
- Library assistant, Tracey Nicholls, has been working on digitising newspaper clippings in the Library's local history collection. She has also been categorising and describing local history items which have already been digitised, in preparation for moving the library's local history collection to a separate database.
- This quarter a further \$489.95 has been raised for the Quilpie Hospital Auxiliary through the Library's second-hand book sale.

CONSULTATION (Internal/External)

State Library of Queensland

Director of Corporate and Community Services, Lisa Hamlyn

LEGAL IMPLICATIONS

Nil

FINANCIAL AND REVENUE IMPLICATIONS

Within budget

RISK MANAGEMENT IMPLICATIONS

Low

10.2.3 HEALTH PROMOTIONS OFFICER REPORT**IX: 242891****Author: Michelle Donohue, Health Promotions Officer****Attachments: Nil****KEY OUTCOME**

Nil

EXECUTIVE SUMMARY

To provide Council a Quarterly Report for Health Promotions.

ACTION ITEMS

Nil

OPERATIONAL UPDATE**July**

- Welcome Hampers for Doctors
- ESafety with BeConnected Webinar at the Library – How to use Government Websites
- Seniors attended the launch of the Aboriginal Heritage Booklet for the Quilpie Shire
- Seniors Luncheon – Quilpie Club
- Seniors Footcare Morning
- CWAATSICH Health Centre – Catch-Up Cuppa
- Welfare Checks on Seniors
- Active Agers sessions – Quilpie Sport & Recreation Centre
- Afterschool Craft Activities – 33
- Youth Centre Activities – 14
- Seniors Program – 79

August

- Welcome Hamper for Doctor
- After school Craft Activities – 15
- Youth Centre Activities – 30
- Seniors Program – 128
- Seniors Fish & Chips in the RSL Park
- Men's Group
- CWAATSICH Health Centre – Catch Up Cuppa
- ESafety with BeConnected Webinar at the Library – iPhone Basics
- Book Signing & Author Talk – The Last Promise
- NAIDOC Week Celebrations 21-24 August

- Seniors, after school Craft Group, Youth Group and residents from Gyrica Gardens took part in the Scarecrow Competition for the Quilpie Show
- Visiting Massage Therapist – 24 clients
- SWHHS CAN Meeting
- Updates Western Queensland Primary Health Network
- Outreach Trip to Eromanga and Adavale to catch up with Seniors

September

- Welcome Hampers for Doctors – 2
 - ESafety with BeConnected Webinar at the Library – Android Phone Basics
 - Seniors Program – 101
 - After school Craft Activities – 7
 - Youth Centre Activities – 7
 - Men's Group
 - Seniors Luncheon – The Brick Hotel
 - Poetry Morning – Library
 - Seniors Footcare Morning
 - RU OK? Day 14/09/23 – shared information via email to Council staff, local business houses and social media
 - Women's Health Week 5 – 9th September – shared information via email to Council staff and social media
 - Visiting Massage Therapist – 23 clients
 - Seniors had a display at the Quilpie Show to the theme "Back to Basics"
 - SWHHS 10,000 steps Tournament Challenge – 24 staff participated
- Quilpie Shire Council came 14th out of 50 teams with 294657 average steps

General

- The Senior's Group have been utilising the library for a poetry morning and craft and chat afternoons. Also attending the Esafety with BeConnected Webinars that have been held.
- Librarian, Annie-Jo Vogler attended the Seniors Luncheon on 20 September and gave a short presentation on services available at the Library.
- The Senior's Group have been utilising the Multi- Purpose Centre at Gyrica Gardens for their Healthy Minds sessions, Footcare mornings and Men's Group.
- Aqua Sessions have commenced for the summer season for seniors with Alina Graham – All About Aquatics.
- Some visitors have joined in with the Seniors Program whilst they have been in Quilpie and have commented how lucky Quilpie is to have a fantastic Council that provides such a great program for seniors in the community.

- During the month of August Community Activities Assistant, Nicola Tully and I travelled to Eromanga and Adavale for a Catch-Up Cuppa with seniors and community members. They were very appreciative of the visit.
- I attended training in Psychological Safety in the Workplace
- Community Activities Assistant, Nicola Tully and I attended a 2-day Mental Health First Aid workshop for all Council Staff presented by RFDS.

CONSULTATION (Internal/External)

Community

Director of Corporate & Community Services

LEGAL IMPLICATIONS

Nil

FINANCIAL AND REVENUE IMPLICATIONS

Within Council Budget and Program Funding

RISK MANAGEMENT IMPLICATIONS

Low, in accordance with Council's Risk Management Policy

10.2.4 CORPORATE AND COMMUNITY SERVICES STATUS REPORT

IX: 243047

Author: Lisa Hamlyn, Director Corporate and Community Services

Attachments: Nil

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

This report provides information and updates to Council on various activities and programs that are facilitated within the Director Corporate and Community Services portfolio.

ACTION ITEMS

Nil

OPERATIONAL UPDATE

Condolences

Condolence Cards were forwarded to the relatives of Ed Lunney, Beverly Wallace and Margaret Stanley.

Quilpie Swimming Pool

Quilpie Swimming Pool officially opened on 4 September 2023.

Visitor Numbers:

September 2023	750
October 2023 (to date)	1065
Swim Club	60

Events / Classes:

- Aqua Aerobics (Seniors)
- Aqua Pole (Community)
- Aqua Fitness (Community)
- Halloween Disco / Movie Night (Community)
- Community Swimming Lessons
- St Finbarr's School Swimming
- Quilpie Legends Swim Club Sign On

Issues / Incidents:

- 25m Pool regulator – Chlorine levels low (Issue rectified)
- Chlorine gas incident (Incident reported)

General:

A quote has been received from Fibreglaze Swimming Pool Interiors for \$16,494.50 to travel to Quilpie and undertake necessary repairs to cracks in the shell of the pools.

Eromanga Swimming Pool

Eromanga Swimming Pool officially opened on 16 September 2023.

Visitor Numbers:

September 2023	84
October 2023 (to date)	89

Events / Classes:

- Aqua (Community)
- School Swimming
- Community Swimming Lessons

Issues / Incidents:

- Currently advertising for staff in Eromanga. AAA Quilpie Staff are currently trying to cover public opening hours in Eromanga. Hours are currently being reviewed.

Work Experience Program

Council is hosting several Quilpie State College Students for work experience each Wednesday, commencing 11 October 2023 to 22 November 2023. One of the students will be sharing her time between the Library, Administration and the Visitor Information Centre to gain some workplace experience and skills.

Remembrance Day 2023

Council will be holding a Remembrance Day Service for the community at RSL Park on Saturday 11 November 2023. The service will be advertised via Council's media platforms.

Daniel Morcombe Foundation

Quilpie State College is hosting a "Walking for Daniel Morcombe" event on Friday 27 October 2023. The walk will commence from John Waugh Park at 8.15am and conclude at Quilpie State College. Everyone is welcome to join the walk and is encouraged to wear red and bring a gold coin donation. For an additional donation of \$5, pancakes will be for sale at the school. All proceeds raised from this event will be donated to the Daniel Morcombe Foundation.

Sport & Recreation Strategic Planning Workshops

Penny Pyke delivered Strategic Planning Workshops for Bulloo Park on 16 and 17 October from 5.30 – 6.30pm. Members from all Bulloo Park User Groups attended. There was robust and productive discussion in regard to the future of Bulloo Park and priorities for upgrading the facility in the future. Once finalised, the Strategic Plan can be utilised as a resource for any funding opportunities that arise.

Quilpie Netball Clinic

Council partnered with Bond University, Deadly Choices and CACH to deliver a free Netball Clinic at the Quilpie State College big shed on 27th September 2023 from 10.00am – 12 noon. Seventeen youths ranging in age from 4 – 16 years attended with age-appropriate coaching / activities for all attendees. Each attendee not only learnt some netball skills, but also left with a Deadly Choices shirt, netball and various other merchandise items. Once again, Quilpie had one of the highest attendance rates in the region.

TRACC

October is Mental Health Month. Council partnered with TRACC (Tackling Regional Adversity through Connected Communities) to deliver Quilpie Women's Breakfast. It was a free event that was held at the Brick and attended by approximately 50 women on 18 October 2023. Guest speakers Rebecca Bradshaw and Sharene Duncan shared their lived experiences with those in attendance. The TRACC team also engaged with the Mother's Group at the Library and were accessible to the community whilst they were here.

TRACC also hosted free Jewellery Workshops in Quilpie and Eromanga on 21 & 22 October 2023. There was good attendance at all workshops and several pieces of original silver jewellery were created.

Citizenship Ceremony

In consultation with Department of Home Affairs, Ceremony Queensland, a Citizenship Ceremony is being prepared to take place at the Council Meeting being held on 12 December 2023 for two community members.

Western Touring Circuit Performance

Dirty Fame Flash Candles Club took place at the Quilpie Shire Hall on Friday 20 October 2023. 117 people registered to attend the performance, however there were additional people in attendance on the night. This was one of the best shows we have presented as part of the Western Touring Circuit and the feedback on the night and the following days was overwhelmingly positive.

CONSULTATION (Internal/External)

Chief Executive Officer

Council Staff

Community

Various State / Federal Government Departments

LEGAL IMPLICATIONS

None Noted

FINANCIAL AND REVENUE IMPLICATIONS

In accordance with Council's Budget 2023 - 2024

RISK MANAGEMENT IMPLICATIONS

Low; in accordance with Council's Risk Management Policy

10.3 FINANCE SERVICES STATUS REPORTS

Nil

10.4 GOVERNANCE SERVICES STATUS REPORTS

10.4.1 GOVERNANCE & COMPLIANCE MONTHLY STATUS REPORT

IX: 242269

Author: Janelle Menzies, Manager Governance and Compliance

Attachments: Nil

KEY OUTCOME

Key Outcome: 4. Strong Governance

Key Initiative: 4.3 Maintain good corporate governance

EXECUTIVE SUMMARY

The purpose of this report is to provide an update of the Governance and Compliance area for the period 1 July 2023 to 30 September 2023.

OPERATIONAL UPDATE

Corporate Governance

Operational Plan 2023/24

The Operational Plan for 2023/24 was adopted in July 2023.

The first September quarterly review is being presented to the October 2023 Council Meeting.

Internal Audit and Audit Committee

An audit committee meeting was held on 11 September 2023. The items on the agenda for this meeting were to adopt the 2023/24 Audited Financial Statements. The internal audits planned for 2023/24, include business continuity testing and a review of cyber security, and will be undertaken in November 2023.

Audit Action Register

An audit action register has been developed and uploaded into Cascade and we will be able to provide a report at the next audit committee meeting.

Work is continuing to identify operational risks and an Operational Risk Register will be developed.

Policy Review

8 Policies have been adopted by council since 1 July 2023.

Building and Planning Services

Since 1 July 2023 there has been 8 building applications and 3 Development Applications.

The Airport Master Plan is being held up by the finalisation of the runway designs which should be ready in the next couple of weeks.

Environmental Health Services

Balonne Shire Council have been appointed to undertake our Food Licence Inspections. These will be undertaken in February 2024.

Legal MattersLeases and Land Matters

Council has finalised 1 lease and is still working on negotiating 3 leases and 2 water agreements.

Outback Car Hire

Council put the Outback Car Hire Business out to an EOI on behalf of Quilpie, Balonne, and Paroo Shire Council. One (1) EOI was received for which we are currently going through a select tender process.

Roads off Alignment

We are waiting for an independent report for a Road off Alignment. Once this is received, we will be able to confirm if the best course of action is for an “intention to resume” notification and a progress timeline to be developed.

Instagram and Website

We have successfully transferred the Instagram to a Council owned email address and closed an old Council website.

Land Sales

1 industrial and 4 residential properties that were under contract have all settled.

Local Laws/Compliance

I have received 2 local laws complaints which are being finalised.

Balonne Shire Council have been appointed to undertake our Dog Inspection Program. The first visit will be end of October and during November.

SPECIAL PROJECTS**Advata machine**

We are trialling an Avdata Machine which records all the aircraft movement at the airport for 3 months.

Asset Management Plans

I am working on updating our Asset Management Plans. Our Water, Sewerage & Roads as well as our Vehicles, Plant & Equipment information is up to date and only require the reports to be collated. I have been working on the Buildings and Other Structures Plan.

IT System

We have implemented Cascade as our Operational Planning monitoring software and LG Hub for Meeting Agendas and papers.

Gift Register

We have had 20 gifts declared for the Gift Register during the quarter.

CONSULTATION (Internal/External)

N/A

LEGAL IMPLICATIONS

N/A

FINANCIAL AND REVENUE IMPLICATIONS

N/A

RISK MANAGEMENT IMPLICATIONS

N/A

10.4.2 TOURISM AND ECONOMIC DEVELOPMENT STATUS REPORT

IX: 242553

Author: Karen Grimm, Manager Tourism & Economic Development

Attachments: Nil

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

The purpose of this report is to update Council on Tourism and Economic Development activities during September 2023.

OPERATIONAL UPDATE

Tourism

Southwest Queensland Regional of Councils (SWQROC): A meeting of the tourism group was not held in September; the next meeting is scheduled for December.

Accessible and Inclusive Host training: Visitor Information Centre staff will participate in training being delivered in partnership with the Tourism Group and Australian Tourism Export Council (ATEC). The training is a self-directed online course consisting of three modules. The program is directed at Visitor Information Centres to help understand the needs of travellers with different functional and cognitive impairments, including senior travellers.

It's Time to Shine competition: The tourism team submitted an entry to the LGAQ 'Its time to shine' competition announced at LGAQ awards. The marketing idea was 'Scratch beyond the surface in Quilpie Shire'. The idea was to create an engaging visitor idea that involved a tear-off map of the shire that visitors take with them around the shire and etch different images. These then unlock codes that allow visitors to find out more about Quilpie Shire.

Visitor numbers: Numbers YTD through the VIC in 2023 sit 96 below the same period last year (10% decrease). The numbers compared to 2019 YTD are 12% higher in 2023. Queensland visitors are still tracking well for the year.

TOTAL NUMBERS YTD

2019 – 9783 2020 – 7585 2021 – 12,675 2022 – 10,436 2023 – 10,339

Website: Engagement on the Visit Quilpie Shire website is still tracking well, with engagement up in 2023 compared to same period in 2022. On average per month there are 2,096 unique sessions, compared to 1,443 per month in 2022.

Quilpeta: October will be the final month for Quilpeta until April 2024. Bookings have still been strong with over 10 people per season. A review of the experience, nights and costings will occur over the summer period to be able to implement any changes prior to 2024 season.

Economic Development and Business Support

Business Development meeting: A meeting was held on Tuesday 19th September with 19 people in attendance. Discussions included updates from Council, Show Holiday (future) and how Council

can improve communication and EOI car hire. The next meeting will be Monday 6th November (evening).

Shop Local Campaign: Work commenced on the 2023 campaign, and with an increase of \$1000 to the total prize pool, it is an attractive reason to shop locally. The campaign will begin on Wednesday 25th October and conclude on Wednesday 13th December 2023, in time for the Combined Business Christmas Party on Friday 15th December. At the time of the report over 34 businesses had indicated they would like to participate.

General:

- Business email updates to businesses have recommenced. These emails share information about training, relevant Council information and updates from the Small Business Commissioner.

Miscellaneous

Gallery:

Southern Queensland Local Government Arts Advisory Committee:

Event support & major event promotion

- Queensland Music Festival (QMF): Initial meetings have occurred with QMF in September about an event in Quilpie in 2024. A separate report will be provided regarding this event.
- Remote Australians Matter (RAM) conference: The conference was held on Tuesday 26th and Wednesday 27th September. With over 100 people in attendance, it was a positive event, with lots of discussion around priorities. MTED attended the event to assist with registrations, however, was able to assist the committee with other activities during the day to ensure the event ran smoothly.
- Opera Queensland: MTED has been in discussions with OQ about potential event dates for 2024. This will be provided as a separate report.

Gallery

Upcoming 2023 Exhibitions

10th Oct – 3rd Nov Combined Schools Exhibition - Opening Tuesday

11th Nov – 22nd Dec Christmas in the Gallery

Quilpeta Night Show

Quilpeta total numbers								
	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT
2023	-	-	126	276	156	223	106	

Quilpeta – Guests to regular screenings								
	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT
2023	-	-	93	241	139	193	106	

Quilpeta – Guests with Tour Groups								
	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT
2023			33	35	17	30	-	-

Social Media - INSTAGRAM

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
REACH	1041	820	1619	1458	1108	716	312	414	123			

PROFILE VISITS	33	28	114	126	101	58	49	49	60			
NEW FOLLOWERS	12	7	25	26	20	21	16	24	17			

Social Media - FACEBOOK

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
REACH	30,114	25,267	28,571	6915	10,208	41,951	20416	17,101	6881			
PAGE VISITS	603	559	1260	731	652	698	518	1040	740			
NEW FOLLOWERS	14	27	39	26	19	30	17	15	9			
LINK CLICKS	163	180	35	28	193	317	27	89	NA	NA		

Website

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2020	1329	3190	1238	1332	2337	3363	2338	2613	2175	1350	1008	881
2021	1135	138	1642	2521	2416	3330	3733	2109	2033	3925	1418	859
2022	1096	1314	1493	958	1864	1547	1638	1768	1313	913	996	642
2023	2026	1621	3287	2423	2058	2014	2009	1978	1456			

Visitation numbers - Visitor Information Centre

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
2018	67	62	240	583	1416	1622	2610	2035	1229	408	259	124	10,655
2019	89	52	194	443	1130	1712	2725	1440	1450	548	241	97	10,121
2020	8	42	53	0	0	446	1688	1458	2172	1111	350	146	7,474
2021	64	59	295	894	2154	2657	2950	967	1515	842	290	108	12,795
2022	66	65	314	1191	1329	1573	2650	1546	1142	552	265	155	10,856
2023	80	66	279	758	1337	2372	2299	1848	1300				10,339

Visitation number - Visitor Information Centre (Queensland only)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
2018	6	8	33	107	210	155	172	66	70	44	26	2	899
2019	2	5	3	196	479	530	943	480	614	234	52	35	3573
2020	5	23	39	0	0	419	1189	1518	1743	784	170	53	5943
2021	37	50	154	651	1157	1248	1327	823	1247	558	168	59	7420
2022	47	51	217	876	846	717	1197	654	558	271	130	43	4970
2023	53	49	159	506	631	1041	904	752	597				4692

CONSULTATION (Internal/External)

NIL

LEGAL IMPLICATIONS

No legal implications

FINANCIAL AND REVENUE IMPLICATIONS

Operating within budget

RISK MANAGEMENT IMPLICATIONS

Nil risk implications

OPERATIONAL STATUS REPORTS

CHIEF EXECUTIVE OFFICER - MONTHLY STATUS REPORT

ORDINARY COUNCIL MEETING AGENDA

31 OCTOBER 2023

10.4.3 CHIEF EXECUTIVE OFFICER - MONTHLY STATUS REPORT

IX: 243037

Author: Justin Hancock, Chief Executive Officer

Attachments: Nil

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

This report provides information and updates to Council on various activities and programs that are facilitated within the Chief Executive Officer's portfolio.

ACTION ITEMS

Update of actions below, those actions arising in the September Council meeting that are not listed have been actioned.

Meeting Date	Subject	Action	Comments	Status
21-Jun-22	Water Access Agreement - Lot 40 NK839916	Action the request for the installation of a water connection for Lot 40 NK83991.	Applicant has been contacted, meeting scheduled in September 2022.	Ongoing
20-Aug-21	SWQROC funding for recycling	Progress requested regarding SWQROC recycling funding	Recycling initiatives to progress through SWQROC Waste Group.	Commenced
11-Jun-21	Quilpie Airport planning	Undertake community consultation regarding changes to airport	EOI Released.	Ongoing
08-Apr-21	Eromanga bean pump	That the beam pump adjacent to the road near Eromanga could be renovated and made into a working pump as a tribute to the oil and gas industry in the shire.	Beam pump has been reassembled. Council to explore potential of signage on history of Oil and Gas in the Shire.	Ongoing
12-Mar-21	Increase number of councillors	Investigate the potential of appointing additional councillors		Not Commenced
12-Nov-20	Strategic Plan for Exclusion Fence	Liaise with Craig Allison - to include a map	Draft map has been completed – additional work required to identify all privately constructed fencing.	Ongoing
12-Nov-20	Map	Map to landholders in regard to exclusion fencing for the next 5 yrs.	Map provided, further amendments to be made	Ongoing
14-Aug-20	Adavale Bore Cooling Pond	That Council receive the report and offer to pay 50% of the material costs to the approximate value of \$17,000 to rehabilitate/upgrade the	Letter sent. Draft agreement prepared. Waiting to hear from property owner	Ongoing

Meeting Date	Subject	Action	Comments	Status
		cooling pond and grid subject to the following conditions:		

OPERATIONAL UPDATE**Monthly Meetings**

Date	Event	Location
1 September	Meteorology for Disaster Managers Masterclass	Brisbane
5 September	Council Workshop	Quilpie
5 September	LGAQ Elected Member Update 2023	Quilpie
11 September	Audit Committee Meeting	Quilpie
12-15 September	Mental Health First Aid Training	Quilpie
12-13 September	DDSW Planners Forum	Goondiwindi
14 September	SWQROC Meeting	Virtual
15 September	LHAP Update	Online
18 September	ROPS Trades and Professional Services Briefing	Quilpie
19 September	QRIDA Meeting	Quilpie
19 September	Council Meeting	Quilpie
26-28 September	WQAC Assembly	Winton
27 September	Remote Australia Matters Conference	Charleville

Upcoming Meetings:

Date	Event	Location
2-6 October	CEO Annual Leave	
9 October	QRO Debt Recovery Reference Group	Online
10 October	Council Workshop	Quilpie
10-12 October	Rural Management Challenge	St George
15-18 October	LGAQ Conference	Gladstone
26-27 October	DDSW CEO Forum	Quilpie
31 October	Council Meeting	Quilpie
31 October	Outback Queensland Agritourism Accelerator Project	Online

Date	Event	Location
2 November	RFDS 80 th Anniversary	Charleville
6 November	Adavale Big Day Out	Adavale
7 November	Council Workshop	Quilpie
9 November	SWQROC Meeting	Virtual
13-17 November	Rockhampton Regional Council Visit	Rockhampton
20-21 November	Mental Health First Aid Training	Quilpie
21 November	Council Meeting	Quilpie
23 November	LGMA CEO Forum	Brisbane
30 November	Site Visits	Quilpie
4 December	QRO Debt Recovery Reference Group	Online
5 December	Council Workshop	Quilpie
7-8 December	SWQROC Meeting	Roma
8 December	Staff Christmas Party	Quilpie
12 December	Council Meeting	Quilpie
23 December – 7 January	Council Shut Down	

OPERATIONAL UPDATES

Nil

CONSULTATION (Internal/External)

Councillors

LEGAL IMPLICATIONS

N/A

FINANCIAL AND REVENUE IMPLICATIONS

N/A

RISK MANAGEMENT IMPLICATIONS

Low Risk – Within standard operations

11 ENGINEERING SERVICES

11.1 RFQL04 23-24 FLOOD RESTORATION WORKS 2022 SCREENING OF MATERIAL FOR NORTHERN RDS

IX: 242400

Author: Kasey-Lee Davie, Procurement Officer

Attachments: Nil

KEY OUTCOME

Key Outcome: 2. Flourishing Economy

Key Initiative: 2.3 Maintain safe and efficient transport networks

Key Outcome: 4. Strong Governance

Key Initiative: 4.3 Maintain good corporate governance

4.4 Long-term financial sustainability underpinned by sound financial planning and accountability

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with a recommendation to award RFQL04 23-24 Flood Restoration Works 2022 Screening of Material for Northern Roads for the screening of material on the following roads –

Adavale Black Road, Adavale link Road, Arranfield Road, Beltram park Road, Canaway Downs Road, Congie Road, Nickavilla Road, Nimboy Road.

RECOMMENDATION

1. That Council:
 - (a) Subject to funding approval and finalisation, award RFQL04 23-24 Flood Restoration Works 2022 Screening of Material for Northern Roads to Tolbra Earthmovers and Haulage Pty Ltd for an amount of \$488,664.90 excluding GST; and
 - (b) Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy

BACKGROUND

The Quilpie Shire Council (QSC) is undertaking restoration of the sealed and unsealed road networks throughout the Shire that sustained damage following the South West Trough and Flooding event September 2022. QSC have applied for funding through the Queensland Reconstruction Authority (QRA) to undertake repairs to essential public assets and have been successful in

obtaining funding. The approved sites will be repaired to the pre-event standards in a like for like manner. Council has appointed Proterra Group to deliver the Project Management Services for the emergent and restoration works for the South West Trough and Flooding event September 2022.

WORK SCOPE

The works involve the Reconstruction of Essential Public Assets (REPA), the assets for these works are local roads, to the original condition before storm damage occurred. The roads involved in REPA works for this RFQ include:

-
- **Adavale Black Road**
- **Adavale link Road**
- **Arranfield Road**
- **Beltram Park Road**
- **Canaway Downs Road**
- **Congie Road**
- **Nickavilla Road**
- **Nimboy Road**

SCHEDULE OF WORK

A Project Plan for RFQL04 23-24 works has been developed and is scheduled-

Mobilisation: 05/11/2023

Start of works: 06/11/2023

Duration: 75 Days

Practical Completion: Programme of Works has estimated completion date of 30 January 2024

PROCUREMENT PROCESS

In accordance with Council's Procurement Policy and Part 3 of the *Local Government Regulation 2012*, Council invited eight (8) prequalified suppliers under Contract RFT T01 22-23 Panel of Prequalified Suppliers of Hire of Mobile Plant & Equipment.

Description	Details
Advertising	Vendor Panel Portal
RFQ Open	19 September 2023
RFQ Close	2:00pm 2 October 2023

Suppliers Invited	Responses	
APV Contracting Pty Ltd	RFQ Opened	Response Received
BHL & DA Hall Transport	RFQ Not Opened	No Response
Kev Richardson Welding PTY LTD	RFQ Not Opened	No Response
Long Plain Contracting	RFQ Not Opened	No Response
Rollers QLD	RFQ Not Opened	No Response
S C & K G Bowen	RFQ Not Opened	No Response
S A Travers & S L Travers	RFQ Not Opened	No Response
Tolbra Earthmovers and Haulage Pty Ltd	RFQ Opened	Response Received

At the close of the request process on 2 October 2023, Council received two (2) conforming submissions from the following suppliers:

- APV Contracting Pty Ltd
- Tolbra Earthmovers and Haulage Pty Ltd

The request was assessed in accordance with the evaluation criteria below:

Criteria	Weighting
Price	40%
Experience (Proven Performance)	30%
Capacity to meet project timelines/ Programme of Works	20%
Quality/Environmental/Safety and other management processes	10%

Suppliers-			APV Contracting PTY LTD	Tolbra Earthmovers and Haulage Pty Ltd
Price Excluding GST			\$598,889.60	\$488,664.90
Evaluation Criteria	Price	40%	32.6	40.0
	Experience (Proven Performance)	30%	24.0	24.0
	Capacity to meet project timelines/ Programme of Works	20%	16.0	16.0
	Quality/Environmental/Safety and other management processes	10%	7.0	8.0
	Overall Score -		79.6	88.0

Evaluation Process:

Evaluation Panel (3 Officers) were invited to evaluate responses via VendorPanel Multiparty.

All panel members, Project Manager and Procurement Officer attended an evaluation meeting on the 20 October 2023.

The final assessment and evaluation scores of the 2 responses were collated and summary of the evaluation can be seen in the table below –

Council may decide not to accept any responses it receives. The response accepted must be the one deemed most advantageous to Council, it is noted that the lowest price response and/or the highest weighted response may not be the most advantageous.

In accordance with S104 (3) of the *Local Government Act 2009*, Council must also give consideration to the following sound contracting principles:

- (a) value for money; and
- (b) open and effective competition; and
- (c) the development of competitive local business and industry; and
- (d) environmental protection; and
- (e) ethical behaviour and fair dealing.

OPTIONS

Option 1 - Recommended

That Council:

- a) Subject to funding approval and finalisation, award RFQL04 23-24 Flood Restoration Works 2022 Screening of Material for Northern Roads to Tolbra Earthmovers and Haulage Pty Ltd for an amount of \$ 488,664.90 excluding GST; and
- b) Delegate power to the *Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009* to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

Option 2

That Council:

- a) Subject to funding approval and finalisation, RFQL04 23-24 Flood Restoration Works 2022 Screening of Material for Northern Roads to APV Contracting PTY LTD for an amount of \$598,889.60 excluding GST; and
- b) Delegate power to the Chief Executive Officer, pursuant to section 257 of the *Local Government Act 2009* to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

Option 3

That Council:

- a) Resolve not to award RFQL04 23-24 Flood Restoration Works 2022 Screening of Material for Northern Roads.

If a decision is made that is inconsistent with the above recommendation, Council is requested to provide reason as per Part 2, Division 1A of the *Local Government Regulation 2012*:

254H Recording of reasons for particular decisions

(1) This section applies if a decision made at a local government meeting is inconsistent with a recommendation or advice given to the local government by an advisor of the local government and either or both of the following apply to the decision—

(a) the decision is about entering into a contract the total value of which is more than the greater of the following—

(i) \$200,000 exclusive of GST;

(ii) 1% of the local government's net rate and utility charges as stated in the local government's audited financial statements included in the local government's most recently adopted annual report

Note: 1% of the Net Rates and Utility Charges in the Quilpie Shire Council Financial Statements for 2022/23 (audited) is \$74,861.21 (Net Rates and Utility Charges for 2022/23 was \$7,486,121).

CONSULTATION (Internal/External)

Chief Executive Officer

Justin Hancock

Works Coordinator

Brian Weeks

Senior Road Construction and Maintenance Supervisor

Adam Rea

Technical Officer

Tom Hennessy

Procurement Officer

Kasey Davie

Proterra Group

Cameron Mocke

LEGAL IMPLICATIONS

NIL

POLICY AND LEGISLATION*Local Government Act 2009**Local Government Regulations 2012*

Procurement Policy

FINANCIAL AND RESOURCE IMPLICATIONS

The project is fully funded by the Queensland Reconstruction Authority (QRA) through the Disaster Relief Funding Arrangement (DRFA). Materials have been supplied by Council through a previously awarded Contract.

Previously awarded Screening projects via the T01 22-23 list -

RFT/RFQ#	Project Details	Contractor Awarded	Value (\$) excl. GST	Number of Conforming submissions	Comments
RFQL13 22-23	Screening Tobermory road	APV Contracting	\$494,310.00	1	Works underway
RFQL 15 22-23	Eromanga package	APV Contracting	\$461,769.00	1	Works underway
RFQL 24 22-23	Flood Restoration Works 2022 Screening of material for Northern Roads	APV Contracting	\$645,904.20	1	Works underway

RISK MANAGEMENT IMPLICATIONS

Low Risk. The works are clearly scoped out on approved works from the QRA.

**11.2 RFQL09 23-24 SOUTHWEST QUEENSLAND FLOODING, 4 JUNE – 7 JULY 2023
PROJECT MANAGEMENT**

IX: 243009

Author: Kasey-Lee Davie, Procurement Officer

Attachments: Nil

KEY OUTCOME

Key Outcome: 4. Strong Governance

Key Initiative: 4.3 Maintain good corporate governance

4.4 Long-term financial sustainability underpinned by sound financial planning and accountability

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with a recommendation to award RFQL09 23-24 for the Project Management of the Reconstruction of Essential Public Assets from the Southwest Queensland Trough Flooding Event 4 June – 7 July 2023.

RECOMMENDATION

1. That Council:

- (a) award RFQL09 23-24 South West Queensland Trough Flooding event Southwest Queensland Trough Flooding event 4 June – 7 July 2023 Project Management to Proterra Group at cost as per RFQL09 23-24 Response Schedule; and
- (b) Delegate power to the Chief Executive Officer, pursuant to section 257 of the *Local Government Act 2009* to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy

BACKGROUND

In response to the South West Queensland Trough Flooding Event 4 June – 7 July 2023, assistance has been activated for the area formally defined as: "Communities within South West Queensland affected by unseasonable heavy rainfall, and localised flooding, 04 June – 7 July 2023"

Council's priority is now with the recovery phase, and accordingly, Council crews are working on the emergency works and seeking proposals to appoint qualified consultants to assist Council with the Reconstruction of Essential Public Assets submission.

WORK SCOPE

- Inspect, investigate and compile reconstruction scope on eligible assets damaged in the declared event for Council to lodge DRFA submissions.
- Capture the post-disaster evidence (Photographic) in a format that fully complies with the DRFA requirements.

- Analyse approved scope for the Southern Queensland Severe Weather, 20 – 31 March 2021, Western Queensland Low Pressure Trough, 19 January - 4 February 2022 and South West Queensland Trough and Flooding, 7 – 15 September 2022 events and compile a report on the assets that are re-damaged under the current declared event.
- Prepare site specific reports by a suitably qualified RPEQ engineer to support works.
- Project management and supervision of the delivery of the reconstruction works.
- Assist in the RFT/RFQ process to deliver REPA works.
- Undertake all acquittals of the activated event through the QRA MARS portal.
- Ensure all documentation relating to the Southwest Queensland Flooding, 4 June - 7 July 2023 event, including but not limited to, photographic evidence, submissions, procurement documents, acquittals etc, is registered in Council's Electronic Records Management System prior to concluding engagement.
- Any other directions provided in relation to the Southwest Queensland Flooding, 4 June - 7 July 2023 event.

PROCUREMENT PROCESS

In accordance with Council's Procurement Policy and Part 3 of the *Local Government Regulation 2012*, Council invited four (4) prequalified suppliers under Local Buy Contract LB279 – Project Management Services (Civil Infrastructure)

Description	Details
Advertising	Vendor Panel Portal
RFQ Open	26 September 2023
RFQ Close	09 October 2023 - 2:00pm

Suppliers Invited	Responses
Brandon and Associates Pty Ltd	RFQ Read- Declined to Respond
GBA Consulting Engineers	RFQ Read- Response Received
Proterra Group	RFQ Read- Response Received
GenEng Solutions Pty Ltd	RFQ Read- Declined to Respond

At the close of the request process on 09 October 2024, Council received two (2) conforming submissions from the following suppliers:

- GBA Consulting Engineers
- Proterra Group

The request was assessed in accordance with the evaluation criteria below:

Criteria	Weighting
Price	50%
Previous Experience	20%
Methodology	10%
Key Personnel	10%
Availability	10%

Suppliers-			GBA Consulting Engineers	Proterra Group
Price Excluding GST			As per RFQL09 23-24 Response Schedule	As per RFQL09 23-24 Response Schedule
Evaluation Criteria	Price	50%	35.0	45.0
	Experience	20%	16.0	16.0
	Methodology	10%	8.0	9.0
	Key Personnel	10%	9.0	8.0
	Availability	10%	9.0	9.0
	Overall Score -		77.0	87.0

An assessment of the tender was undertaken by three (3) officers, the summary of the evaluation can be seen in the below table:

Council may decide not to accept any responses it receives. The response accepted must be the one deemed most advantageous to Council; it is noted that the lowest price response and/or the highest weighted response may not be the most advantageous.

In accordance with S104 (3) of the *Local Government Act 2009*, Council must also give consideration to the following sound contracting principles:

- (a) value for money; and
- (b) open and effective competition; and
- (c) the development of competitive local business and industry; and
- (d) environmental protection; and
- (e) ethical behaviour and fair dealing.

OPTIONS

Option 1 - Recommended

That Council:

- a) Subject to funding approval and finalisation, award RFQL09 23-24 Southwest Queensland Trough Flooding event 4 June – 7 July 2023 Project Management to Proterra Group at cost as per RFQL09 23-24 Response Schedule; and
- b) Delegate power to the Chief Executive Officer, pursuant to section 257 of the *Local Government Act 2009* to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

Option 2

That Council:

- a) Subject to funding approval and finalisation, award RFQL09 23-24 Southwest Queensland Trough Flooding event 4 June – 7 July 2023 Project Management GBA Consulting at cost as per RFQL09 23-24 Response Schedule; and
- b) Delegate power to the Chief Executive Officer, pursuant to section 257 of the *Local Government Act 2009* to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

Option 3

That Council:

- a) Resolve not to award RFQL09 23-24 Southwest Queensland Trough Flooding event 4 June – 7 July 2023 Project Management.

CONSULTATION (Internal/External)

Chief Executive Officer	Justin Hancock
Works Co-Ordinator	Brian Weeks
Manger of Finance and Administration	Sharon Frank
Procurement Officer	Kasey Davie

LEGAL IMPLICATIONS

NIL

POLICY AND LEGISLATION

Local Government Act 2009

Local Government Regulations 2012

Procurement Policy

FINANCIAL AND RESOURCE IMPLICATIONS

Activation of the DRFA allows for eligible expenditure to be reimbursed by QRA to activated state agencies and local governments, and for loans to be disbursed to eligible individuals, not-for-profit organisations, primary producers and small businesses.

RISK MANAGEMENT IMPLICATIONS

Council does not have the experience or knowledge to manage the rehabilitation project of Southwest Queensland Trough Flooding event 4 June – 7 July 2023. Appointing specialised project management will ensure the project is efficiently and effectively assessed through the establishment of phases and decision points designed to assure project alignment with strategy, resource utilization processes, budgets and schedules.

11.3 REQUEST FOR RESPONSE FOR ONLINE AUCTION OF REPLACED AND REDUNDANT PLANT AND EQUIPMENT.

IX: 243026

Author: Peter See, Director Engineering Services

Attachments: Nil

KEY OUTCOME

Key Outcome: 4. Strong Governance

Key Initiative: 4.3 Maintain good corporate governance

EXECUTIVE SUMMARY

A Request for Response for Online Auction of Replaced and Redundant Plant and Equipment was called on 29/09/2023. This report recommends the award of the Request for Response.

RECOMMENDATION

That Council:

- (1) Accept the Request for Response for Online Auction of Replaced and Redundant Plant and Equipment from **Grant Daniel and Long Pty Ltd trading as Nutrien Harcourts GDL**; and
- (2) Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate Reserve prices, finalise and execute all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

WORK SCOPE

This request is to sell replaced and redundant Council plant and equipment that are surplus to Council's needs. Three Auction houses have been invited to provide an online auction to dispose of the plant and equipment.

PROCUREMENT PROCESS

A Request for Response for Online Auction of Replaced and Redundant Plant and Equipment was called by email on 29/09/2023 and closed on 13/10/ 2023.

Description	Details
Advertising	Invited by email
RFQ Open	29/09/2023
RFQ Close	13/10/2023

Suppliers Invited	Responses
Grant Daniel and Long Pty Ltd trading as Nutrien Harcourts GDL	Response opened Response Received
Pickles Auctions Pty Ltd trading as Pickles Auctions	Response opened Response Received
National Auctions and Solutions Company (LD PTY LTD) trading as Ray White Nasco	Response opened Response Received

All companies have complying quotations and all who quoted are able to conduct the works.

The request was assessed in accordance with the evaluation criteria below:

Criteria	Weighting
Total Reserve Price Total Excluding GST	80%
Average Time to Sell Auction Items	10%
Local Content	10%

Evaluation Process:

The Evaluation Panel (3 Council Officers) were invited to evaluate responses by spreadsheet assessment.

All panel members attended an evaluation meeting on the 20 October 2023.

The final assessment and evaluation scores of the four responses were collated and summary of the evaluation can be seen in the table below –

Suppliers-			Pickles Auctions	Nutrien Harcourts GDL	Ray White Nasco
Evaluation Criteria			Weighted Average Score	Weighted Average Score	Weighted Average Score
	Total Reserve Price	80%	54.7	69.3	44.0
	Average Time to Sell Auction Items	10%	6.0	7.8	5.7
	Local Content	10%	3.2	9.7	3.3
	Score/100		63.8	86.8	53.0

It is noted that the response from Nutrien Harcourts GDL has some significant differences with proposed reserve prices regarding the Prime Mover Unit T650 and the Grader Unit 3001. It is recommended that the CEO be empowered to negotiate the reserve prices for all plant to be disposed of with Nutrien Harcourts GDL. This does not however change the rankings of the Offerors.

Council may decide not to accept any responses it receives. The response accepted must be the one deemed most advantageous to Council. It is noted that the lowest priced response and/or the highest weighted response may not be the most advantageous.

In accordance with S104 (3) of the Local Government Act 2009, Council must also consider the following sound contracting principles:

- a) value for money; and
- b) open and effective competition; and
- c) the development of competitive local business and industry; and
- d) environmental protection; and
- e) ethical behaviour and fair dealing.

Based on the overall evaluation, it is recommended that the Request for Response for Online Auction of Replaced and Redundant Plant and Equipment from **Grant Daniel and Long Pty Ltd trading as Nutrien Harcourts GDL**.

Options

Option 1 – Recommended

That Council:

- a) Accept the Request for Response for Online Auction of Replaced and Redundant Plant and Equipment from **Grant Daniel and Long Pty Ltd trading as Nutrien Harcourts GDL** and
- b) Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate Reserve prices, finalise and execute all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

Option 2

- a) Subject to funding approval and finalisation accept the Request for Response for Online Auction of Replaced and Redundant Plant and Equipment from Pickles Auctions Pty Ltd trading as Pickles Auctions; and
- b) Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate Reserve prices, finalise and execute all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

Option 3

That Council does not accept any Request for Response for Online Auction of Replaced and Redundant Plant and Equipment.

If a decision is made that is inconsistent with the above recommendation, Council is requested to provide reason as per Part 2, Division 1A of the *Local Government Regulation 2012*:

254H Recording of reasons for particular decisions.

(1) This section applies if a decision made at a local government meeting is inconsistent with a recommendation or advice given to the local government by an advisor of the local government and either or both of the following apply to the decision—

(a) the decision is about entering into a contract the total value of which is more than the greater of the following—

(i) \$200,000 exclusive of GST.

(ii) 1% of the local government's net rate and utility charges as stated in the local government's audited financial statements included in the local government's most recently adopted annual report

CONSULTATION (Internal/External)

Director Engineering Services

Works Coordinator

Acting Workshop Supervisor

Procurement Officer

LEGAL IMPLICATIONS

Nil

POLICY AND LEGISLATION

All Procurement has been conducted in accordance with the Local Government Regulations (Qld) 2012. The procurement also meets Council's Procurement Policy.

FINANCIAL AND RESOURCE IMPLICATIONS

This is within the budget for the project works.

There are no recent Auction works. The most recent auction was carried out by Nutrien Harcourts GDL.

RISK MANAGEMENT IMPLICATIONS

If the Request for Quotation is not approved by Council, the plant and equipment will still need to be disposed of.

11.4 REQUEST FOR TENDER RFT 04 23-24 EROMANGA SWIMMING POOL REPLACEMENT.

IX: 243043

Author: Peter See, Director Engineering Services

Attachments: Nil

KEY OUTCOME

Key Outcome: 4. Strong Governance

Key Initiative: 4.5 Optimal asset management practices

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with a recommendation relating to Request for Tender RFT 04 23-24 Eromanga Swimming Pool Replacement.

RECOMMENDATION

1. That Council does not award the Request for Tender RFT 04 23-24 Eromanga Swimming Pool.

BACKGROUND

The existing Eromanga swimming pool is a fibreglass pool and is beginning to fail with the pool distorted at the northern and eastern sides of the pool. Council has budgeted \$1,245,472.00 in the 2023-2024 Budget to replace the pool.

A design for a reinforced concrete replacement pool has been developed and a tender was called (RFT 04 23-24) for Replacement of the existing pool. The tender also includes the demolition and filling of the existing pool. This report details the response.

Work Scope

The works involve the complete reconstruction of the swimming pool adjacent to the existing pool. A design has been developed which included details of soil testing carried out, and survey of the site. The demolition of the existing pool is also included.

Procurement Process

In accordance with Council's Procurement Policy and Part 3 of the Local Government Regulation 2012, Council invited suppliers by Vendor panel.

Description	Details
Advertising	Vendor Panel Portal
RFQ Open	14 September 2023
RFQ Close	11 October 2023

A total of **97** people read the document however only three (3) suppliers submitted a response.

Suppliers	Responses
Ozcrete Pools and Construction	Response submitted
Shade 'n Net (Australia)	Response submitted
Spicer Civil	Response submitted

At the close of the request process on 11 October 2023, Council received one conforming submission and two alternative propositions. The alternatives are non-conforming tenders.

The request was assessed in accordance with the evaluation criteria below:

Criteria	Weighting
Availability	10%
Qualifications and Experience	30%
Pricing	60%

Evaluation Process:

The evaluation panel were invited to evaluate responses on close of the request, 11 October 2023.

The final assessment and evaluation scores of the three responses were collated and summary of the evaluation can be seen in the table below:

Suppliers-			Ozcrete Pools and Construction	Shade 'n Net (Australia)	Spicer Civil
Price Excluding GST			\$2,509,478.75	n/a	n/a
Evaluation Criteria	Price	50%	25%	0	0
	Availability	30%	15%	0	0
	Safety	20%	16%	0	0
	Overall Score out of 100 -		56%	0	0

Shade 'n Net only tendered on the supply of a shade structure and are non-conforming for the intent of the tender. They should not be considered further.

Spicer Civil only provided a plant hire list and are non-conforming for the intent of the tender. They should not be considered further.

Ozcrete Pools and Construction is a conforming tender however the tendered amount is well above Council's budget.

Council may decide not to accept any responses it receives. The response accepted must be the one deemed most advantageous to Council, it is noted that the lowest price response and/or the highest weighted response may not be the most advantageous.

In accordance with S104 (3) of the Local Government Act 2009, Council must also consider the following sound contracting principles:

- (a) value for money; and
- (b) open and effective competition; and
- (c) the development of competitive local business and industry; and
- (d) environmental protection; and
- (e) ethical behaviour and fair dealing.

OPTIONS

Option 1 - Recommended

That Council:

- (a) Not award the Request for Tender RFT 04 23-24 Eromanga Swimming Pool.

Option 2

That Council:

- a) Subject to funding approval and finalisation, award Tender RFT 04 23-24 Eromanga Swimming Pool to **Ozcrete Pools and Construction** for an amount of \$2,509,478.75 excluding GST; and
- b) Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate, finalise and execute all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

If a decision is made that is inconsistent with the above recommendation, Council is requested to provide reason as per Part 2, Division 1A of the *Local Government Regulation 2012*:

254H Recording of reasons for particular decisions.

(1) This section applies if a decision made at a local government meeting is inconsistent with a recommendation or advice given to the local government by an advisor of the local government and either or both of the following apply to the decision—

(a) the decision is about entering into a contract the total value of which is more than the greater of the following—

(i) \$200,000 exclusive of GST.

(ii) 1% of the local government's net rate and utility charges as stated in the local government's audited financial statements included in the local government's most recently adopted annual report

Note: 1% of the Net Rates and Utility Charges in the Quilpie Shire Council Financial Statements for 2022/23 (audited) is \$74,861.21 (Net Rates and Utility Charges for 2022/23 was \$7,486,121).

CONSULTATION (Internal/External)

Chief Executive Officer

Justin Hancock

Director Engineering Services

Peter See

Procurement Officer

Kasey Davie

PVE Solutions

Peter van Esseveld

LEGAL IMPLICATIONS

Nil

POLICY AND LEGISLATION

Local Government Act 2009

Local Government Regulations 2012

Procurement Policy

FINANCIAL AND RESOURCE IMPLICATIONS

The project is funded under the 2023-2024 Council Capital Budget. A total of \$1,245,472.00 has been allocated. A total of \$59,038.24 has been expended to date on investigations and design. A considerable budget increase will be required if the tender is to proceed.

RISK MANAGEMENT IMPLICATIONS

Risk Profile is high. The tendered price is well beyond the allocated budget.

12 CORPORATE AND COMMUNITY SERVICES

12.1 CATTLE AGISTMENT DILLON'S WELL - MONLER REQUEST FOR EXTENSION

IX: 243041

Author: Toni Bonsey, Corporate and Community Administration Officer

Attachments: Nil

KEY OUTCOME

Key Outcome: 3. Environmental Sustainability

Key Initiative: 3.1 Protect and enhance waterways and landscape biodiversity

EXECUTIVE SUMMARY

Council has received a letter from Scott & Jo Pegler, Monler Station requesting an extension of agistment for their cattle on Dillon's Well Reserve. Due to ongoing dry conditions, there is no feed on Monler.

Secondly, an invoice has been forwarded for parts purchased from Pump's and Solor to repair the bore at Dillon's well at the beginning of their initial agistment period for which they seek reimbursement.

Scott and Jo Pelger have also requested Council's consideration to reducing the initial 3-month agistment fee to assist in covering the cost of Adam Murray's time, equipment and plant used to repair the bore to working order.

RECOMMENDATION

1. That Council approves the following requests received from Scott and Jo Pegler:
 - (a) Extension of agistment of 50 cows and calves at Dillon's Well for a further three (3) months in accordance with the recommendation of the Pest and Livestock Management Coordinator; and
 - (b) Reimbursement of \$1,285.27 inc. GST for parts purchased from Pump's and Solar to repair the bore; and
 - (c) 50% reduction of fees for the initial 3-month period of agistment to cover the time and equipment provided by Adam Murray to restore the bore to working order.

BACKGROUND

The Pest and Livestock Management Coordinator inspected the condition of Dillon's Well Reserve and recommended that the reserve has capacity to carry the current level of agisted stock for a further three months, however at the end of the extended agistment period the Reserve is to be destocked.

Prior to trucking cattle to Dillon's Well, Scott and Jo Pegler were informed by Adam Murray that the bore was not pumping. Adam Murray, Scott Pegler and Grace Pegler spent 3 days utilising their own plant and equipment to blow the hole out as it had caved in and the pump was sitting in mud. Adam Murray had a spare rotor and stator for the pump which they used to repair the bore as delivery of

the replacement parts took 6 weeks. Once the parts arrived they were given to Adam to replace his parts.

OPTIONS

1. Council approves the following requests received from Scott and Jo Pegler:
 - (a) Extension of agistment of 50 cows and calves at Dillon's Well for a further three months in accordance with the recommendation of the Pest and Livestock Management Coordinator; and
 - (b) Reimbursement of \$1285.27 inc. GST for parts purchased from Pump's and Solar to repair the bore; and
 - (c) 50% reduction of fees for the initial 3-month period of agistment to cover the time and equipment provided by Adam Murray to restore the bore to working order.
2. Council does not approve the following requests received from Scott and Jo Pegler:
 - (a) Extension of agistment of 50 cows and calves at Dillon's Well for a further three months in accordance with the recommendation of the Pest and Livestock Management Coordinator; and
 - (b) Reimbursement of \$1285.27 inc. GST for parts purchased from Pump's and Solar to repair the bore; and
 - (c) 50% reduction of fees for the initial 3-month period of agistment to cover the time and equipment provided by Adam Murray to restore the bore to working order.
3. Council approves the requests received from Scott and Jo Pegler in-part.
4. Council does not approve the requests received from Scott and Jo Pegler.

CONSULTATION (Internal/External)

Scott & Jo Pegler

Quilpie Shire Council

Pest and Livestock Management Coordinator

Community Services

LEGAL IMPLICATIONS

N/A

POLICY AND LEGISLATION

EP.01 Quilpie Shire Council Depasturage Policy

Quilpie Shire Council Schedule of Fees and Charges 2023-2024

FINANCIAL AND RESOURCE IMPLICATIONS

Reimbursement of invoice from Pump's and Solar \$1285.27 inc. GST for parts

Reduction in Agistment fees (\$4 x 50 head x 12 weeks) Total \$2,400

RISK MANAGEMENT IMPLICATIONS

N/A

12.2 2023 CHRISTMAS LIGHTS COMPETITION

IX: 243048

Author: Toni Bonsey, Corporate and Community Administration Officer

Attachments: Nil

KEY OUTCOME

Key Outcome: 1. Great Place to Live

Key Initiative: 1.1 Well-planned and highly liveable communities

EXECUTIVE SUMMARY

This report is to seek a direction from Council as to the categories and prizes for the 2023 Christmas Light Competition.

RECOMMENDATION

1. That Council maintains the Christmas Light Competition categories and prizes as listed below in 2023:
Quilpie Shire:
 - Christmas Wonderland – Grand Prize \$1200Quilpie Town:
 - Best Lights Display – Prize \$500
 - Spectacular Seniors Award – Prize \$250
 - Festive Fence – Prize \$250
 - Best Decorated Business Award – Prize \$350
 - Christmas Wonderland – Prize \$1200Eromanga & Adavale Townships:
 - Best Christmas Lights Display Eromanga – Prize \$500
 - Best Christmas Lights Display Adavale – Prize \$500
 - Christmas Wonderland – Prize \$1200Rural Residents:
 - Outback Christmas Display – Prize \$500
 - Christmas Wonderland – Prize \$1200 and;
2. Competition judging will take place during the week commencing 11 December and the competition winners will be announced and prizes presented at the Combined Business Town Christmas Party on Friday 15 December 2023.

BACKGROUND**EXECUTIVE SUMMARY**

The 2023 Christmas Lights Competition is almost upon us, and Community Services is requesting Council's resolution regarding the guidelines of the Competition.

The Christmas Lights Competition in 2022 included the following categories:

- Open to the entire Shire - Christmas Wonderland – Grand Prize \$1200
- Open to Quilpie Town Residents:
 - Best Lights Display – Prize \$500
 - Spectacular Seniors Award – Prize \$250
 - Festive Fence – Prize \$250
 - Best Decorated Business Award – Prize \$350
 - Christmas Wonderland – Prize \$1200
- Open to Eromanga & Adavale Townships:
 - Best Christmas Lights Display Eromanga – Prize \$500
 - Best Christmas Lights Display Adavale – Prize \$500
 - Christmas Wonderland – Prize \$1200
- Open to Rural Residents – Nominations Essential
 - Outback Christmas Display – Prize \$500
 - Christmas Wonderland – Prize \$1200

Suggested dates for Competition judging and announcements:

- Judging to commence on Monday 11 December 2023
- Winners announced and prizes presented at the Combined Business Town Christmas Party on Friday 15 December 2023

In accordance with the Operational Plan, Council will supply each Quilpie Shire Household / Business with one set of 250 multi-coloured LED 8 Function Solar Fairy Lights. Community Services requests that Council maintains the 2022 categories and prize money this year and approves the suggested judging and prize presentation dates.

OPTIONS

1. That Council endorses the Officer's recommendations in relation to the 2023 Christmas Lights Competition.
3. That Council adopts alternative categories and prize money for the 2023 Christmas Lights Competition.

CONSULTATION (Internal/External)

NA

LEGAL IMPLICATIONS

NA

POLICY AND LEGISLATION

NA

FINANCIAL AND RESOURCE IMPLICATIONS

\$10,000 budget allocation for supply of Christmas Lights to Shire Residents / Businesses

\$ 4,050 total prize money 2023

RISK MANAGEMENT IMPLICATIONS

NA

12.3 SPONSORSHIP - 2024 SOUTH WEST CAREER EXPO

IX: 243050

Author: Lisa Hamlyn, Director Corporate and Community Services

Attachments: Nil

KEY OUTCOME

Key Outcome: 1. Great Place to Live

Key Initiative: 1.3 Lifelong learning spaces

EXECUTIVE SUMMARY

RESQ has written to Council inviting sponsorship, by way of donation of a gift card for the 2024 South West Career Expo which will be hosted in Charleville on 26 March 2024.

RECOMMENDATION

1. That Council sponsors the 2024 South West Career Expo and donates a gift card to the value of \$50 to RESQ which will be used for student prizes at the event being held at Charleville Showgrounds on 26 March 2024.

BACKGROUND

The 2024 South West Careers Expo will be hosted at the Charleville Showgrounds on 26 March 2024. RESQ has invited Council to sponsor the event by donating a gift card which will be used for student prizes at the Expo. Quilpie State College students will be invited to attend the event.

Council's logo will be used in marketing material as a sponsor of the event.

OPTIONS

1. That Council sponsors the 2024 South West Career Expo and donates a gift card to the value of \$50 to RESQ which will be used for student prizes at the event being held at Charleville Showgrounds on 26 March 2024.
2. That Council does not sponsor the 2024 South West Career Expo.

CONSULTATION (Internal/External)

NA

LEGAL IMPLICATIONS

NA

POLICY AND LEGISLATION

NA

FINANCIAL AND RESOURCE IMPLICATIONS

\$50 Donation / Sponsorship

RISK MANAGEMENT IMPLICATIONS

NA

12.4 DEPARTMENT OF ENVIRONMENT AND SCIENCE - REQUEST FOR COUNCIL SUPPORT

IX: 243051

Author: Lisa Hamlyn, Director Corporate and Community Services

Attachments: 1. Department of Environment and Science (under separate cover)

KEY OUTCOME

Key Outcome: 3. Environmental Sustainability

Key Initiative: 3.1 Protect and enhance waterways and landscape biodiversity

EXECUTIVE SUMMARY

Correspondence has been received from Jamie Merrick, Director General - Department of Environment and Science updating Council on the Queensland Government's protected area expansion program and seeking Council's support for proposed changes to stock and trustee permits on the stock route and camping and water reserve associated with Varna Station.

RECOMMENDATION

1. That Council supports the request from Department of Environment and Science and agrees to withhold the issue of any new stock or trustee authorities over property within Varna Station until such time as the Department has met its legal obligations under the carbon project, protected the significant values of the Reserve and resolved the proposed configurations of the Reserve and stock route.

BACKGROUND

Following a recent meeting with Council, correspondence has been received from Jamie Merrick Director General - Department of Environment and Science (DES) updating Council on the Queensland Government's protected area expansion program and seeking Council's support for proposed changes to stock and trustee permits on the stock route and camping and water reserve associated with Varna Station.

The correspondence outlines various points of interest and significance which DES would like Council to consider and work collaboratively to achieve mutually beneficial outcome and ensure the integrity of protected areas for the future.

OPTIONS

1. That Council supports the request from Department of Environment and Science and agrees to withhold the issue of any new stock or trustee authorities over property within Varna Station until such time as the Department has met its legal obligations under the carbon project, protected the significant values of the Reserve and resolved the proposed configurations of the Reserve and stock route.
2. That Council does not support the request from the Department of Environment and Science.

CONSULTATION (Internal/External)

Chief Executive Officer

Council

LEGAL IMPLICATIONS

NA

POLICY AND LEGISLATION

NA

FINANCIAL AND RESOURCE IMPLICATIONS

NA

RISK MANAGEMENT IMPLICATIONS

NA

12.5 2024 AUSTRALIA DAY CELEBRATIONS

IX: 243070

Author: Toni Bonsey, Corporate and Community Administration Officer

Attachments: Nil

KEY OUTCOME

Key Outcome: 1. Great Place to Live

Key Initiative: 1.2 Spaces to bring people together for recreation, socialisation and enjoyment of the landscapes

EXECUTIVE SUMMARY

This report is to seek a recommendation from Council in regards to the 2024 Australia Day Awards and associated events.

RECOMMENDATION

That Council:

1. approves the following categories for the 2024 Australia Day Awards:
 - (a) Citizen of the Year;
 - (b) Young Citizen of the Year;
 - (c) Community Group of the Year;
 - (d) Certificate of Appreciation; and
2. approves the following dates and times for Australia Day events:
 - (a) The Great Aussie Pool Party – Friday 26th January 2024 11:00am to 4:00pm
 - (b) Connect and Celebrate Community Event – Friday 26th January 2024 6:00pm till Late.

BACKGROUND

Plans for 2024 Australia Day Celebrations are underway. Community Services have submitted an application to National Australia Day Council 2024 Community Grants Funding Program. The application consists of \$10,000 Base Grant and an additional \$5,000 for inclusion and recognition of Aboriginal and Torres Strait Islander people.

Community Services would like Council to approve the celebrations for Australia Day 2024 to be held at Bulloo Park on Friday 26th January 2024.

The Categories for the Australia Day Awards 2023 were as follows:

- Citizen of the Year
- Young Citizen of the Year
- Community Group of the Year
- Certificate of Appreciation

Community Services requests that Council approves the same categories for the 2024 Australia Day Awards.

The 2024 Australia Day Celebrations Draft Program:

➤ Friday 26th January 2024

Great Aussie Pool Party – Quilpie Swimming Pool 11:00am to 4:00pm

~ Fun Activities

~ Prizes

~ BBQ

➤ Friday 26th January 2024

Australia Day Connect & Celebrate Community Event – Bulloo Park 6:00pm till late.

~ Welcome to Country / Smoking Ceremony / Storytelling and dance

~ Australia Day Awards presentations

~ Community Dinner

~ Roving Childrens Entertainment

~ Live Music

~ Bar

Community Services requests that Council approves the Date and times for the Great Aussie Pool Party and the Australia Day Connect and Celebrate Community Event

Each Year Council invites the Community to nominate community members to be celebrated for their contributions to the community through the Australia Day Awards Program. These awards are presented to the winners of each category at the Australia Day Community Event Celebration primarily held at Bulloo Park. This event consists of a community dinner, presentation of Australia Day Awards and entertainment. This event is aimed at bringing the community together to Connect and Celebrate all it is to be Australian and offers an opportunity to welcome new Australians and new community members to our Shire.

The Quilpie Swimming Pool / All About Aquatics invites the community to the Great Aussie Pool Party. A fun family-friendly day out offering the community the perfect way to beat the heat and enjoy all the Australia Day themed competitions and activities.

OPTIONS

1. Council approves the following categories for the Australia Day Awards:
 - a) Citizen of the Year
 - b) Young Citizen of the Year
 - c) Community Group of the Year
 - d) Certificate of Appreciation
2. Council Approves the following date and times for the Australia Day Celebration:
 - a) The Great Aussie Pool Party – Quilpie Swimming Pool – 11:00am – 4:00pm
 - b) Connect and Celebrate Community Event – Bulloo Park – 6:00pm till Late.
3. Council does not approve the suggested date and time.
4. Council approves a different date and time.

CONSULTATION (Internal/External)

Quilpie Shire Council

All about Aquatics

LEGAL IMPLICATIONS

N/A

POLICY AND LEGISLATION

NA

FINANCIAL AND RESOURCE IMPLICATIONS

\$5,300 Council contribution if Australia Day Community Funding is approved.

\$15,000 Program Funding (if successful)

RISK MANAGEMENT IMPLICATIONS

NA

13 FINANCE**13.1 FINANCIAL SERVICES REPORT MONTH ENDING 30 SEPTEMBER 2023****IX:** 241843**Author:** Sharon Frank, Manager Finance & Administration**Attachments:** 1. Monthly Finance Report September 2023.pdf [↓](#)**KEY OUTCOME**

Key Outcome: 4. Strong Governance

Key Initiative: 4.3 Maintain good corporate governance

EXECUTIVE SUMMARY

The purpose of this report is to present the monthly financial report to Council in accordance with section 204 of the *Local Government Regulation 2012* for the period ended 30 September 2023.

RECOMMENDATION

That Council receive the Monthly Finance Report for the period ending 30 September 2023.

BACKGROUND

Section 204 of the *Local Government Regulation 2012* requires a financial report to be present at a meeting of Council each month. The report must state the progress that has been made in relation to Council's budget for the period of a financial year up to a day as near as practicable to the end of the month before the meeting is held.

OPTIONS

Not applicable

CONSULTATION (Internal/External)

Not applicable

LEGAL IMPLICATIONS

Not applicable

POLICY AND LEGISLATION***Local Government Regulation 2012******204 Financial report***

(1) *The local government must prepare a financial report.*

(2) *The chief executive officer must present the financial report —*

(a) if the local government meets less frequently than monthly — at each meeting of the local government; or

(b) otherwise — at a meeting of the local government once a month.

- (3) The financial report must state the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held.*

FINANCIAL AND RESOURCE IMPLICATIONS

As per attached documentation. Depreciation will be run in the Asset module as soon as the audit is finalised and the assets module is rolled over to 2024FY.

RISK MANAGEMENT IMPLICATIONS

Low in accordance with Council's Risk Management Policy

Income Statement

For the month ending 30 September 2023

Year Elapsed 25%

	Actual September	Actual YTD	Budget	%
REVENUE				
Operating Revenue				
Rates, Levies and Charges	(248,755)	3,846,205	7,945,476	48%
Fees and Charges	23,111	43,599	122,000	36%
Rental Income	78,598	87,798	460,500	19%
Interest Received	305,833	434,875	729,000	60%
Other Income	-	-	39,000	0%
Recoverable Works Revenue	1,692,137	3,615,562	7,342,897	49%
Grants and Subsidies	8,174	981,602	29,718,205	3%
Total Operating Revenue	1,859,099	9,009,641	46,357,078	19%
EXPENSES				
Operating Expenses				
Corporate Governance	342,974	579,296	1,963,000	30%
Administration Costs	222,822	268,523	1,590,750	17%
Community Service Expenses	508,700	840,384	2,840,755	30%
Utilities Costs	106,448	146,791	708,350	21%
Recoverable Works / Flood Damage	2,319,610	4,196,873	28,721,107	15%
Environmental Health Expenses	236,954	254,154	1,088,428	23%
Net Plant Operations	(155,362)	(173,027)	(1,640,000)	11%
Tourism and Economic Development	212,364	376,511	1,169,000	32%
Infrastructure Maintenance	352,202	472,329	2,901,500	16%
Finance Costs	5,258	7,480	28,000	27%
Depreciation and Amortisation	-	-	6,806,597	0%
Total Operating Expenses	4,151,971	6,969,315	46,177,487	15%
NET OPERATING SURPLUS / (DEFICIT)	(2,292,872)	2,040,326	179,591	1136%
Capital Revenue				
Grants and Subsidies	-	-	22,088,483	0%
Gain / (Loss) on Disposal of PPE	-	54,545	-	0%
Total Capital Revenue	-	54,545	22,088,483	0%
NET RESULT	(2,292,872)	2,094,871	22,268,074	9%

Notes:

Depreciation will be calculated next month (July to October) now that the 2022/23 audit has been finalised and the asset module can be rolled over to 2023/24FY

Negative rates, levies and charges is the discount allowed during the month of September.

Budget figures are the original adopted budget for 2023/24. An amended budget was adopted on 10 October 2023 which will be updated and reflected in next months report.

Balance Sheet

For the month ending 30 September 2023

Year Elapsed 25%

	Actual YTD	Budget	%
Current Assets			
Cash and Equivalents	33,667,880	30,469,257	110%
Trade Receivables	2,208,878	228,402	967%
Rate Receivables	4,712,456	276,867	1702%
Inventories	1,004,605	952,117	106%
Total Current Assets	41,593,819	31,926,643	130%
Non-Current Assets			
Trade and Other Receivables	47,219	44,481	106%
Property, Plant and Equipment	283,378,351	268,712,003	105%
Capital Works in Progress	4,471,934	40,523,342	11%
Total Non-Current Assets	287,897,504	309,279,826	93%
TOTAL ASSETS	329,491,323	341,206,469	97%
Current Liabilities			
Trade and Other Payables	4,066,481	1,508,267	270%
Employee Leave Provisions	949,012	1,047,253	91%
Total Current Liabilities	5,015,493	2,555,520	196%
Non-Current Liabilities			
Employee Leave Provisions	302,920	281,307	108%
Total Non-Current Liabilities	302,920	281,307	108%
TOTAL LIABILITIES	5,318,413	2,836,827	187%
NET COMMUNITY ASSETS	324,172,910	338,369,642	96%
Community Equity			
Shire Capital Account	88,402,906	110,491,389	80%
Asset Revaluation Reserve	204,990,741	198,037,712	104%
Current Year Surplus	2,094,871	22,268,074	9%
Accumulated Surplus (B/Fwd)	28,684,392	7,572,467	379%
TOTAL COMMUNITY EQUITY	324,172,910	338,369,642	96%

Notes:

Closing balances at 30 June 2023 have been brought forward.

Work in Progress at 30 June 2023 has been updated in the 2023/24 Capital Expenditure Summary.

Contract Assets total \$2,563,259

Contract Liabilities total \$3,844,505

Cash Flow Statement

For the month ending 30 September 2023

Year Elapsed 25%

	Actual YTD	Budget	%
Cash Flows from Operating Activities			
Receipts from customers	1,215,215	12,262,343	10%
Payment to suppliers and employees	(7,967,874)	(28,122,890)	28%
	(6,752,660)	(15,860,547)	43%
Interest received	416,311	729,000	57%
Rental income	87,798	460,000	19%
Operating grants and subsidies	3,792,134	21,935,205	17%
Net Cash Inflow (Outflow) from Operating Activities	(2,456,417)	7,263,658	-34%
Cash Flows from Investing Activities			
Payments for property, plant and equipment	(1,286,509)	(37,011,004)	3%
Net movement on loans and advances	-	4,000	0%
Proceeds from sale of assets	54,545	833,000	7%
Capital grants and subsidies	-	22,088,483	0%
Net Cash Inflow (Outflow) from Investing Activities	(1,231,964)	(14,085,521)	9%
Cash Flows from Financing Activities			
Repayments of loans	-	-	0%
Net Cash Inflow (Outflow) from Financing Activities	-	-	0%
Net Increase (Decrease) in Cash Held	(3,688,381)	(6,821,863)	
Cash at beginning of reporting period	37,356,261	37,291,120	
Cash at End of Reporting Period	33,667,880	30,469,257	

Cash Analysis

For the month ending 30 September 2023

Cash at Bank	512,561
Investments	33,155,319
	33,667,880
<i>less: Long Service Provisions (50%)</i>	(355,439)
<i>less: Annual Leave Provisions</i>	(569,891)
<i>less: Unspent Grant Receipts (Contract Liabilities)</i>	(3,844,505)
<i>less: Prepaid Rates</i>	(80,763)
<i>less: Fire Levy Payable</i>	(138,370)
<i>less: Accumulated Surplus 30th June 2022*</i>	(18,377,825)
<i>less: Working Capital Cash</i>	(3,000,000)
<i>add: Contract Assets</i>	2,563,259
<i>add: Rates Receivable</i>	4,606,574
NET CASH SURPLUS (DEFICIT)	14,470,919

*To be updated on completion of 2023FY

Investment Analysis

Refer to separate attachment

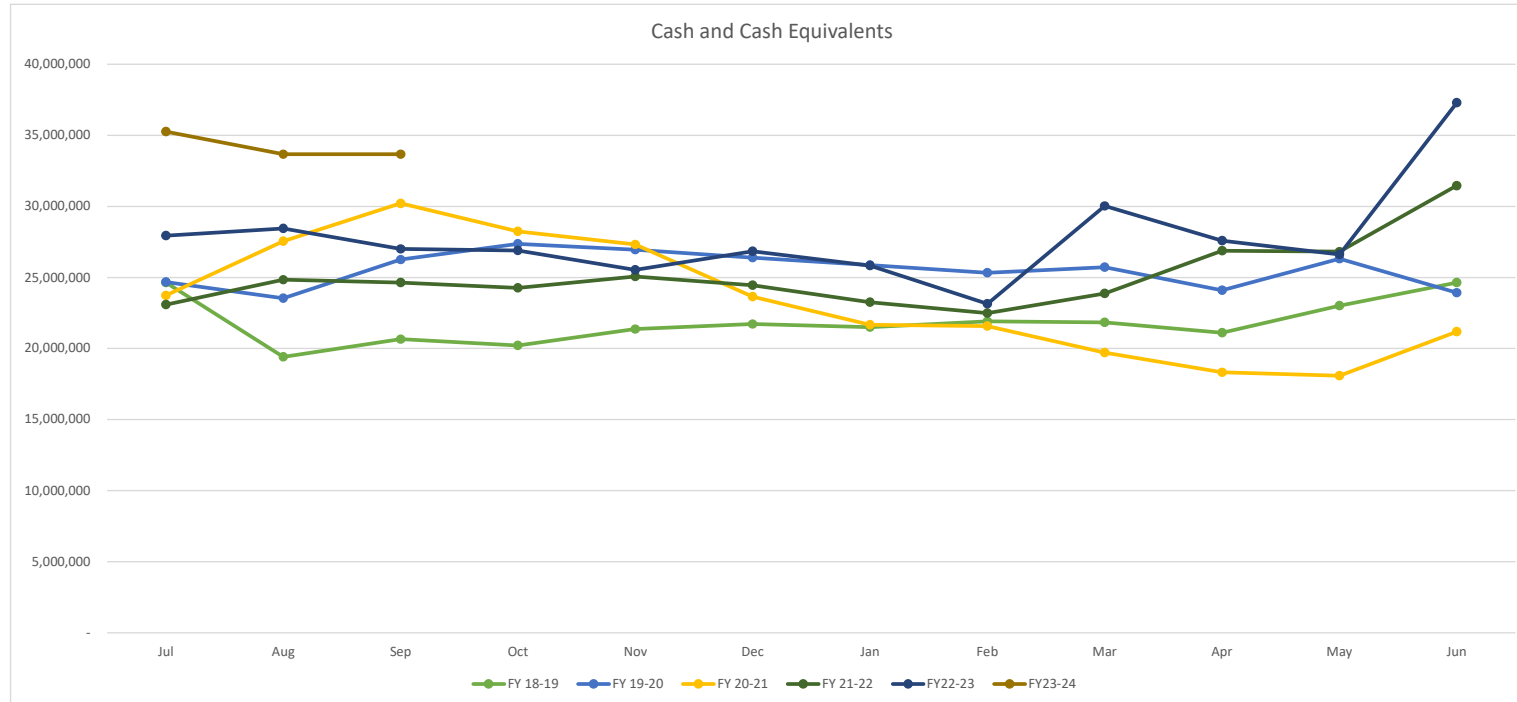
Cash Expense Cover Ratio

This ratio compares a council's unrestricted cash balance to the total payments for operating and financing activities. It represents the number of months a council can continue operating based on current monthly expenses. Council's cash expense cover ratio at 30 September 2023 was 9 months.

Financial Data

Cash and Equivalents

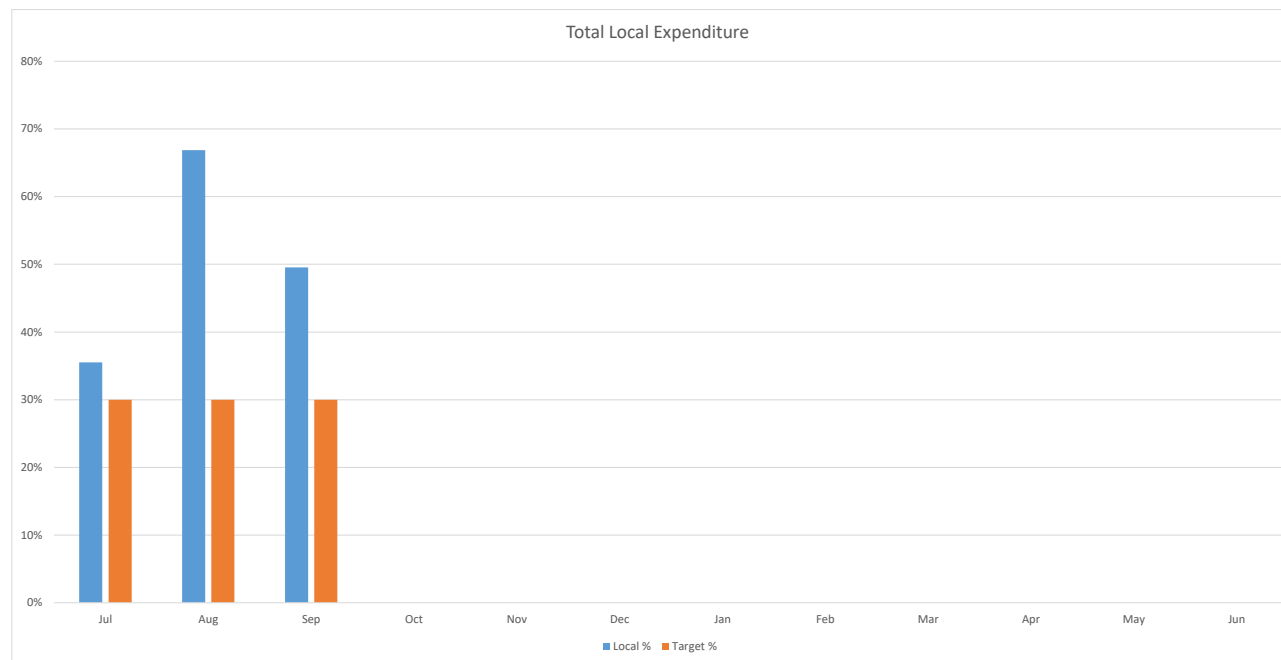
Cash and Equivalents held at the end of each month for a period of 4 years



Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 18-19	24,645,339	19,416,468	20,658,115	20,218,396	21,367,850	21,712,663	21,496,078	21,904,409	21,840,431	21,121,655	23,013,177	24,645,339
FY 19-20	24,671,551	23,535,958	26,256,800	27,367,857	26,953,500	26,393,586	25,865,667	25,326,981	25,726,670	24,102,136	26,312,322	23,927,800
FY 20-21	23,726,766	27,543,742	30,208,159	28,241,316	27,312,776	23,654,673	21,675,829	21,585,261	19,715,656	18,319,491	18,093,239	21,191,653
FY 21-22	23,086,462	24,832,275	24,642,707	24,261,564	25,072,828	24,452,004	23,258,895	22,491,538	23,871,859	26,878,307	26,817,458	31,457,677
FY 22-23	27,939,994	28,445,824	26,999,467	26,892,016	25,530,823	26,841,302	25,836,843	23,147,162	30,022,835	27,590,275	26,616,525	37,291,120
FY 23-24	35,261,406	33,667,778	33,667,880									

Financial Data

Local Expenditure - Data of the number of suppliers and value of payments made to local suppliers each month



Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD Total
Number local suppliers	16	28	26										
Local supplier spend	\$176,008	\$1,638,581	\$1,108,029										\$2,922,618
Local spend e.g wages, other	\$584,568	\$544,243	\$673,655										\$1,802,466
Total spend in local economy	\$760,576	\$2,182,824	\$1,781,684										\$4,725,084
Non-local spend	\$1,379,911	\$1,081,444	\$1,814,515										\$4,275,869
Total Spend	\$2,140,487	\$3,264,268	\$3,596,199										\$9,000,954
Local %	36%	67%	50%										52%
Target %	30%	30%	30%										30%

Revenue and Expenditure Report

For the month ending 30 September 2023

Year Elapsed 25%

		REVENUE			EXPENSE				
		Resp. Off	ACTUAL YTD	BUDGET 23/24	%	ACTUAL YTD	BUDGET 23/24	%	COMMENTS
1000-0001	CORPORATE GOVERNANCE								
1000-0002	EXECUTIVE SERVICES								
1000-2000-0000	Executive Services Salaries and Oncosts	CEO				112,400	437,000	26%	
1000-2020-0000	Executive Services Expenses	CEO				25,702	381,000	7%	
1000-2025-0000	Subscriptions	CEO				56,586	120,000	47%	LGAQ Annual Subscription
1000-0002	EXECUTIVE SERVICES		-	-	0%	194,689	938,000	21%	
1100-0002	COUNCILLORS EXPENSES								
1100-2000-0000	Councillor Wages	CEO				49,305	296,000	17%	
1100-2001-0000	Councillor Remuneration - Meetings	CEO				9,567	57,500	17%	
1100-2020-0000	Councillors Allowances & Expenditure	CEO				6,044	14,500	42%	
1100-2025-0000	Councillor Superannuation	CEO				9,714	35,000	28%	
1100-2030-0000	Councillor Professional Dev Training	CEO				-	5,000	0%	
1100-2040-0000	Councillors Conferences & Deputation	CEO				5,803	22,000	26%	
1100-2050-0000	Election Expenses	CEO				-	11,000	0%	
1100-2060-0000	Meeting Expenses	CEO				1,384	12,000	12%	
1100-0002	COUNCILLORS EXPENSES		-	-	0%	81,818	453,000	18%	
1200-0002	GOVERNANCE EXPENSES								
1200-2200-0000	Governance Operating Expenses	MGC				91,559	358,000	26%	
1200-0002	GOVERNANCE EXPENSES		-	-	0%	91,559	358,000	26%	
1300-0003	MEDIA & COMMUNICATIONS								
1300-2200-0000	Media & Comms Operating Expenses					30,677	214,000	14%	
1300-0003	MEDIA & COMMUNICATIONS		-	-	0%	30,677	214,000	14%	
1000-0001	CORPORATE GOVERNANCE		-	-	0%	398,742	1,963,000	20%	
2100-0002	ADMINISTRATION & FINANCE								
2100-2220-0000	Shire Office Operating Expenses	MFA				28,172	122,750	23%	
2100-2230-0000	Insurance	MFA				16,122	90,000	18%	
2100-2280-0000	Postage	MFA				1,103	5,000	22%	
2100-2290-0000	Printing & Stationery	MFA				10,687	30,000	36%	Includes printing letterhead
2100-2330-0000	Shire Office Repairs & Maintenance	MFA				1,394	15,000	9%	
2100-2600-0000	Depn General Admin	MFA				-	85,141	0%	
2100-0002	ADMINISTRATION & FINANCE		-	-	0%	57,479	347,891	17%	
2105-0002-0000	FINANCIAL SERVICES								
2105-2120-0000	Audit Fees	MFA				-	103,000	0%	
2105-2130-0000	Bank Charges	MFA				2,915	7,000	42%	
2105-2135-0000	Dishonoured Cheques	MFA				-	-	0%	
2105-2185-0000	Fringe Benefits Tax	MFA				-	13,000	0%	
2105-2220-0000	Financial Services Operating Expenses	MFA				83,141	436,000	19%	
2105-2260-0000	Bad Debts Expense	MFA				-	-	0%	
2105-2500-0000	Valuation of Assets	MFA				18,156	10,000	182%	Accrued to 2022/23 - Jnl will clear.
2105-2510-0000	Asset Management Expenses	MFA				7,990	5,000	160%	Mapping expenses
2105-2991-0000	Odd Cents Rounding Expense	MFA				-	-	0%	

Revenue and Expenditure Report

For the month ending 30 September 2023

Year Elapsed 25%

Resp. Off	REVENUE			EXPENSE			COMMENTS
	ACTUAL YTD	BUDGET 23/24	%	ACTUAL YTD	BUDGET 23/24	%	
2105-0002-0000 FINANCIAL SERVICES	-	-	0%	112,202	574,000	20%	
2110-0002 STORES							
2110-1550-0000 Auction Sales	-	-	0%				
2110-2220-0000 Stores and Procurement Operating Expenses				50,870	252,000	20%	
2110-2225-0000 Stores Write-Offs				(16)	-	0%	
2110-2250-0000 Auction Expenses				-	5,000	0%	
2110-2815-0000 Stores Oncosts Recoveries				(21,782)	(122,000)	18%	
2110-0002 STORES	-	-	0%	29,072	135,000	22%	
2120-0002 INFORMATION TECHNOLOGY							
2120-2220-0000 IT Operating Expenses				90,091	401,000	22%	
2120-0002 INFORMATION TECHNOLOGY	-	-	0%	90,091	401,000	22%	
2130-0002 RECORDS MANAGEMENT							
2130-2220-0000 Records Management Operating Expenses				23,665	115,000	21%	
2130-0002 RECORDS MANAGEMENT	-	-	0%	23,665	115,000	21%	
2140-0002 CUSTOMER SERVICE							
2140-2220-0000 Customer Service Operating Expenses				1,644	83,000	0%	
2140-0002 CUSTOMER SERVICE	-	-	0%	1,644	83,000	0%	
2200-0002 RATES & CHARGES							
2210-0003 General Rates - Residential Categories							
2210-1000-0000 Rates - Residential	MFA 93,359	267,583	35%				
2210-1005-0000 Interest on Rates	MFA 825	3,000	27%				
2210-1080-0000 Discount - Residential	MFA (7,060)	(21,000)	34%				
2210-1085-0000 Pensioner Rebates	MFA (2,515)	(4,500)	56%				
2210-1090-0000 Writeoffs and Refunds	MFA (269)	(1,000)	27%				
2210-1095-0000 Charge on Land	MFA (308)	-	0%				
2210-0003 General Rates - Residential Categories	84,032	244,083	34%	-	-	0%	
2220-0003 General Rates - Commercial							
2220-1000-0000 Rates - Commercial	MFA 26,776	73,350	37%				
2220-1080-0000 Discount - Commercial	MFA (2,377)	(5,000)	48%				
2220-1090-0000 Write Off & Refund - Commercial	MFA -	(1,000)	0%				
2220-1105-0000 Interest on Rates - Commercial	MFA 87	1,000	9%				
2220-0003 General Rates - Commercial	24,486	68,350	36%				
2230-0003 General Rates - Rural Categories							
2230-1000-0000 Rates - Rural Categories	MFA 845,375	1,701,345	50%				
2230-1005-0000 Interest on Rates - Rural	MFA 3,648	6,000	61%				
2230-1080-0000 Discount - Rural Categories	MFA (57,869)	(125,000)	46%				
2230-0003 General Rates - Rural Categories	791,154	1,582,345	50%	-	-	0%	
2236-0003 General Rates - Oil and Gas Activity							
2236-1000-0000 Rates - Oil and Gas Activities	MFA 2,568,364	5,306,572	48%				
2236-1001-0000 Adjustment - Rates Oil & Gas Activit	MFA -	-	0%				

Revenue and Expenditure Report

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Year Elapsed 25%

	Resp. Off	REVENUE			EXPENSE			COMMENTS
		ACTUAL YTD	BUDGET 23/24	%	ACTUAL YTD	BUDGET 23/24	%	
2236-1005-0000 Interest on Rates - Oil and Gas	MFA	62,984	5,000	1260%				
2236-1080-0000 Discount - Oil and Gas Activities	MFA	(179,957)	(220,000)	82%				
2236-1090-0000 Write-offs and Refunds - Oil and Gas	MFA	(2)	(3,000)	0%				
2236-0003 General Rates - Oil and Gas Activity		2,451,389	5,088,572	48%	-	-	0%	
2240-0003 Rates & Charges Administration								
2240-2000-0000 Rates & Charges Operating Expense	MFA				54,701	136,000	0%	
2240-0003 Rates & Charges Administration		-	-	0%	54,701	136,000	40%	
2200-0002 RATES & CHARGES		3,351,061	6,983,350	48%	54,701	136,000	40%	
2295-0002 GRANTS								
2295-1100-0000 FAGS General Component	MFA	55,217	6,096,411	1%				Funds received was the annual adjustment for 2023/24 (paid quarterly) Prepayment amount expected in June 2024.
2295-1130-0000 FAGS Identified Road Component	MFA	18,802	1,762,861	1%				Funds received was the annual adjustment for 2023/24 (paid quarterly) Prepayment amount expected in June 2024.
2296-1100-0000 Grant - Roads to Recovery	DES	890,394	500,000	178%				
2297-1000-0000 SWQ Water and Sewerage Alliance Revenue	DES	-	1,373,000	0%				
2297-2000-0000 SWQ Water and Sewerage Alliance Costs	DES				229,219	1,373,000	0%	
2298-1200-0000 Capital Grant - SES Donation	MFA	-	58,000	0%				
2298-1204-0000 Capital Grant - SES Support Grant	MFA		10,635					
2298-1205-0000 Cap Grant - LRCIP Programme Round 3	MFA	-	1,525,879	0%				
2298-1206-0000 Capital Grant - LRCIP Programme Round 4 Part A	MFA		892,000					
2298-1207-0000 Capital Grant - LRCIP Programme Round 4 Part B	MFA		515,000					
2298-1208-0000 Capital Grant - ENHM Stage 3	MFA		15,000,000					
2298-1210-0000 Capital Grant - RAUP Toompine	MFA	-	100,000	0%				
2298-1220-0000 Capital Grant - LGGSP - Townhouses	MFA	-	2,153,704	0%				
2298-1230-0000 Capital Grant - BOR Toompine Bore	MFA	-	617,465	0%				
2298-1235-0000 Capital Grant - Toompine Bore Contributions	MFA	-	-	0%				
2298-1270-0000 Cap Grant - R2R Revenue	MFA	-	777,000	0%				
2298-1275-0000 Capital Grant - BOR Quilpie STP Design	MFA	-	289,548	0%				
2298-1285-0000 Cap Grant - W4Q 21-24	MFA	-	149,252	0%				
2295-0002 GRANTS		964,413	31,820,755	3%	229,219	1,373,000	17%	
2300-0002 OTHER REVENUE								
2300-1500-0000 Administration Fees (GST Applies)	MF	859	5,000	17%				
2300-1510-0000 Admin Fees (GST Exempt)	MF	192	5,000	4%				
2300-1601-0000 Fire Levy Commission	MF	-	4,000	0%				
2300-1800-0000 Bank Interest Received	MF	4,921	10,000	49%				
2300-1810-0000 Investment Interest	MF	429,954	700,000	61%				
2300-1990-0000 Miscellaneous Income	MF	225	2,000	11%				
2300-1995-0000 Misc Income GST Free	MF	100	2,000	5%				
2300-2130-0000 Investment Admin Fees	MF			0%	7,480	28,000	27%	
2310-1300-0000 Quilpie Club Rent	MF	-	500	0%				
2310-2300-0000 Quilpie Club Expenses	MF			0%	284	500	57%	
2300-0002 OTHER REVENUE		436,250	728,500	60%	7,764	28,500	27%	

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Year Elapsed 25%

Resp. Off	REVENUE			EXPENSE			COMMENTS
	ACTUAL YTD	BUDGET 23/24	%	ACTUAL YTD	BUDGET 23/24	%	
2400-0002	EMPLOYEE ONCOSTS						
2400-2010-0000	Expense Annual Leave	MF		167,549	550,000	30%	
2400-2011-0000	Expense Long Service Leave	MF		24,355	130,000	19%	
2400-2012-0000	Expense Sick Leave	MF		39,088	140,000	28%	
2400-2013-0000	Expense Public Holiday	MF		21,635	170,000	13%	
2400-2015-0000	Expense Bereavement Leave	MF		5,048	4,000	126%	
2400-2016-0000	Expense Domestic Violence Leave	MF		-	2,000	0%	
2400-2020-0000	Expense Maternity Leave	MF		-	7,000	0%	
2400-2065-0000	Expense Super Contributions	MF		147,103	590,000	25%	
2400-2230-0000	Expense Workers Compensation	MF		73,935	80,000	92%	Annual premium
2400-2315-0000	Expense Employee Relocation	MF		-	10,000	0%	
2400-2410-0000	Expense WH&S	MF		49,129	263,000	19%	
2400-2821-0000	Recovery Annual Leave	MF		(129,317)	(550,000)	24%	
2400-2822-0000	Recovery Sick Leave	MF		(33,528)	(140,000)	24%	
2400-2823-0000	Recovery LSL	MF		(28,737)	(130,000)	22%	
2400-2824-0000	Recovery Public Holidays	MF		(44,062)	(170,000)	26%	
2400-2825-0000	Recovery Superannuation	MF		(137,533)	(590,000)	23%	
2400-2826-0000	Recovery Workers Comp	MF		(20,238)	(80,000)	25%	
2400-2827-0000	Recovery Training	MF		(47,897)	(175,000)	27%	
2400-2828-0000	Recovery WH&S	MF		(60,349)	(193,000)	31%	
2400-2829-0000	Recovery Contractors	MF		(65,129)	(240,000)	27%	
2400-2830-0000	Recovery Office Equipment	MF		(15,185)	(60,000)	25%	
2400-2831-0000	Recovery Administration	MF		(28,346)	(120,000)	24%	
2400-0002	EMPLOYEE ONCOSTS			(82,479)	(502,000)	16%	
2000-0001	ADMINISTRATION AND FINANCE			523,358	2,691,391	19%	
3000-0001	INFRASTRUCTURE						
3000-0002	ENGINEERING ADMIN & SUPERVISION						
3000-1100-0000	Apprentice Incentive Payments	DES	-				
3000-2029-0000	Engineering O/C Recover Supervision	DES		(59,627)	(230,000)	26%	
3000-2030-0000	Engineering O/C Recover Plant	DES		(4,317)	(20,000)	22%	
3000-2040-0000	Engineering O/C Recover FP & LT	DES		(12,193)	(50,000)	24%	
3000-2050-0000	Engineering O/C Recover Wet Weather	DES		(8,499)	(30,000)	28%	
3000-2060-0000	Wet Weather Wages Expense	DES		-	30,000	0%	
3000-2080-0000	Floating Plant / Loose Tools	DES		795	-	0%	
3000-2220-0000	Engineering Management Expenses	DES		17,841	198,000	9%	
3000-2420-0000	Quality Assurance Expenses	DES		14,564	68,000	21%	
3000-2985-0000	Engineering Consultants	DES		18,919	10,000	189%	
3000-2990-0000	Works Supervision	DES		163,672	835,000	20%	
3000-0002	ENGINEERING ADMIN & SUPERVISION			131,156	811,000	16%	
3100-0002	WATER						
3100-0003	WATER - QUILPIE						
3100-1000-0000	Quilpie Water Charges	DES	144,677		298,000	49%	
3100-1005-0000	Quilpie Water Charges Interest	DES	686		1,000	69%	
3100-1020-0000	Quilpie Other Water Revenue	DES	-		-	0%	
3100-1080-0000	Quilpie Water Discount	DES	(11,676)		(25,000)	47%	

Revenue and Expenditure Report

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Year Elapsed 25%

Resp. Off		REVENUE			EXPENSE			COMMENTS
		ACTUAL YTD	BUDGET 23/24	%	ACTUAL YTD	BUDGET 23/24	%	
3100-1085-0000	Quilpie Water Pensioner Rebate	DES (2,130)	(4,000)	53%				
3100-1090-0000	Quilpie Water Writeoff and Refund	DES (1)	(500)	0%				
3100-1500-0000	Quilpie Water Connections	DES -	-	0%				
3100-2200-0000	Drinking Water Quality Plan	DES						
3100-2230-0000	Quilpie Water Operations	DES			28,701	97,000	30%	
3100-2600-0000	Depn Quilpie Water	DES			-	117,000	0%	
3100-0003	WATER - QUILPIE	131,557	269,500	49%	28,701	214,000	13%	
3110-0003	WATER - EROMANGA							
3110-1000-0000	Eromanga Water Charges	DES 18,656	34,000	55%				
3110-1005-0000	Eromanga Water Charges Interest	DES 78	-	0%				
3110-1020-0000	Eromanga Other Water Revenue	DES -	-	0%				
3110-1080-0000	Eromanga Water Discount	DES (988)	(3,000)	33%				
3110-1085-0000	Eromanga Water Pensioner Rebate	DES (797)	(500)	159%				
3110-1090-0000	Eromanga Water Writeoff and Refund	DES (1)	-	0%				
3110-2220-0000	Eromanga Water Operations-Wages	DES			10,122	31,500	32%	
3110-2230-0000	Eromanga Water Operations-Expenses	DES			9,610	50,000	19%	
3110-2600-0000	Depn Eromanga Water	DES			-	132,000	0%	
3110-0003	WATER - EROMANGA	16,948	30,500	56%	19,732	213,500	9%	
3120-0003	WATER - ADAVALE							
3120-1000-0000	Adavale Water Charges	DES 11,592	29,000	40%				
3120-1005-0000	Adavale Water Charges Interest	DES 80	-	0%				
3120-1080-0000	Adavale Water Discount	DES (1,650)	(2,500)	66%				
3120-1085-0000	Adavale Water Pensioner Remissions	DES (436)	(1,000)	44%				
3120-1090-0000	Adavale Water Chgs Writeoff & Refund	DES -	-	0%				
3120-2220-0000	Adavale Water Operations	DES			3,241	5,000	65%	
3120-2600-0000	Depn Adavale Water	DES			-	17,000	0%	
3120-0003	WATER - ADAVALE	9,587	25,500	38%	3,241	22,000	15%	
3130-0003	WATER - CHEEPIE							
3130-2220-0000	Cheepie Water Operations	DES			380	2,000	19%	
3130-2600-0000	Depn Cheepie Water	DES			-	1,000	0%	
3130-0003	WATER - CHEEPIE	-	-	0%	380	3,000	13%	
3140-0003	WATER - TOOMPINE							
3140-2220-0000	Toompine Water Operations-Wages	DES			-	2,000	0%	
3140-2230-0000	Toompine Water Operations	DES			-	2,000	0%	
3140-2600-0000	Water Depreciation-Toompine	DES			-	2,000	0%	
3140-0003	WATER - TOOMPINE	-	-	0%	-	6,000	0%	
3100-0002	WATER	158,092	325,500	49%	52,054	458,500	11%	
3200-0002	SEWERAGE							
3200-0003	SEWERAGE QUILPIE							
3200-1000-0000	Quilpie Sewerage Charges	DES 110,624	217,000	51%				
3200-1005-0000	Quilpie Sewerage Interest	DES 600	1,000	60%				
3200-1080-0000	Quilpie Sewerage Discount	DES (9,334)	(18,000)	52%				
3200-1085-0000	Quilpie Sewerage Pensioner Remission	DES (345)	(500)	69%				

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Year Elapsed 25%

		REVENUE			EXPENSE			
	Resp. Off	ACTUAL YTD	BUDGET 23/24	%	ACTUAL YTD	BUDGET 23/24	%	COMMENTS
3200-1090-0000	Quilpie Sewerage Writeoff & Refunds	DES	(2)	(500)	0%			
3200-1500-0000	Quilpie Sewerage Waste Charge	DES	(1,700)	-	0%			
3200-1510-0000	Quilpie Sewerage Connection	DES	-	1,000	0%			
3200-2230-0000	Quilpie Sewerage Operations	DES			25,673	95,000	27%	
3200-2600-0000	Depn Quilpie Sewerage	DES			-	110,000	0%	
3200-0003	SEWERAGE QUILPIE		99,844	200,000	50%	25,673	205,000	13%
3210-0003	SEWERAGE EROMANGA							
3210-1000-0000	Eromanga Sewerage Charges	DES	13,634	25,000	55%			
3210-1005-0000	Eromanga Sewerage Charges Interest	DES	50	-	0%			
3210-1080-0000	Eromanga Sewerage Discount	DES	(712)	(2,000)	36%			
3210-1085-0000	Eromanga Sewerage Pensioner Remissions	DES	(28)	-	0%			
3210-1090-0000	Eromanga Sewerage Writeoff & Refunds	DES	(7)	-	0%			
3210-2230-0000	Eromanga Sewerage Operations	DES			721	17,000	4%	
3210-2600-0000	Depn Eromanga Sewer	DES			-	23,000	0%	
3210-0003	SEWERAGE EROMANGA		12,938	23,000	56%	721	40,000	2%
3212-0003	SEWERAGE ADAVALE							
3212-2600-0000	Depn Adavale Septic System	DES			-	500	0%	
3212-0003	SEWERAGE ADAVALE		-	-	0%	-	500	0%
3214-0003	SEWERAGE TOOMPINE							
3214-2600-0000	Depn Toompine Hall Septic System	DES			-	500	0%	
3214-0003	SEWERAGE TOOMPINE		-	-	0%	-	500	0%
3200-0002	SEWERAGE		112,782	223,000	51%	26,394	246,000	11%
3300-0002	INFRASTRUCTURE MAINTENANCE							
3300-0003	SHIRE ROADS MAINTENANCE							
3300-2220-0000	Shire Roads & Drainage - Wages	DES			15,173	270,000	6%	
3300-2230-0000	Shire Roads & Drainage Expenses	DES			83,945	500,000	17%	
3300-2600-0000	Depn Roads & Streets	DES			-	3,250,000	0%	
3300-0003	SHIRE ROADS MAINTENANCE		-	-	0%	99,119	4,020,000	2%
3305-0003	SHIRE ROADS - FLOOD DAMAGE 2021							
3305-1140-0000	Qld Resilience & Risk Reduction Fund	DES	-	-	0%			
3305-1250-0000	FD 2021 Restoration Works	DES	603,231	1,000,000	60%			
3305-2300-0000	FD 2021 Restoration	DES			603,231	1,000,000	60%	
3305-0003	SHIRE ROADS - FLOOD DAMAGE 2021		603,231	1,000,000	60%	603,231	1,000,000	60%
3306-0003	SHIRE ROADS - FLOOD DAMAGE 2022							
3306-1150-0000	FD 2022 Emergent Works	DES	-	-	0%			
3306-1250-0000	FD 2022 Restoration Works	DES	12,220	3,000,000	0%			
3306-2200-0000	FD 2022 Emergent Works	DES			-	-	0%	
3306-2300-0000	FD 2022 Restoration Works	DES			15,848	3,000,000	1%	
3306-0003	SHIRE ROADS - FLOOD DAMAGE 2022		12,220	3,000,000	0%	15,848	3,000,000	1%
3307-0003	SHIRE ROADS - FLOOD DAMAGE SEPT 2022							
3307-1150-0000	FD SEPT 2022 Emergent Works	DES	-	-	0%			
3307-1160-0000	FD Sept 2022 IRW	DES	-	-	0%			

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Resp. Off	REVENUE			EXPENSE			COMMENTS
	ACTUAL YTD	BUDGET 23/24	%	ACTUAL YTD	BUDGET 23/24	%	
3307-1170-0000	FD Sept 2022 Restoration Works						
3307-2200-0000	FD SEPT 2022 Emergent Works						
3307-2300-0000	FD SEPT 2022 Restoration Works						
3307-2400-0000	FD Sept 2022 Restoration Works						
	DES	2,174,509	17,000,000	13%			
	DES			-	-	0%	
	DES			-	-	0%	
	DES	2,174,509	17,000,000	13%			
		2,174,509	17,000,000	0	2,174,509	17,000,000	0
3310-0003	TOWN STREET & DRAINAGE MAINTENANCE						
3310-2220-0000	Town Street & Drainage Maintenance			122,980	650,000	19%	
3310-2230-0000	Street Lighting			5,916	37,500	16%	
3310-2240-0000	Street Cleaning Operations			-	5,000	0%	
3310-0003	TOWN STREET & DRAINAGE MAINTENANCE			128,897	692,500	19%	
		-	-	0%			
3330-0003	DEPOTS & CAMPS						
3330-1510-0000	Camp Accommodation Rent						
3330-2220-0000	Camps Operations			6,037	62,000	10%	
3330-2330-0000	Depots Operations			43,656	177,000	25%	
3330-2600-0000	Depn Depot & Camp			-	243,858	0%	
3330-0003	DEPOTS & CAMPS			49,693	482,858	10%	
		-	10,000	0%			
3340-0003	WORKSHOP						
3340-2220-0000	Workshop Operations			11,186	22,000	51%	
3340-2230-0000	Workshop Maintenance & Repairs			47,353	311,000	15%	
3340-0003	WORKSHOP			58,540	333,000	18%	
		-	-	0%			
3350-0003	PLANT & MACHINERY						
3350-1510-0000	Gain/Loss on Sale/Disposal of Plant						
3350-1570-0000	Diesel Rebate - ATO						
3350-2145-0000	Small Plant Repairs			958	23,000	4%	
3350-2225-0000	Small Plant Purchases			407	20,000	2%	
3350-2229-0000	Plant Operations			140,763	703,000	20%	
3350-2330-0000	Plant Repairs & Maintenance			178,073	806,000	22%	
3350-2331-0000	Plant Registration			134,722	75,000	180%	Registration and annual insurance
3350-2585-0000	Plant Recoveries			(686,490)	(3,600,000)	19%	
3350-2600-0000	Depn Plant			-	854,096	0%	
3350-0003	PLANT & MACHINERY			(231,566)	(1,118,904)	21%	
		69,509	75,000	93%			
3360-0003	AERODROME						
3360-2325-0000	Quilpie Aerodrome Operations			9,631	30,000	32%	Annual Insurance paid in July
3360-2330-0000	Quilpie Aerodrome Repairs & Maint			15,837	100,000	16%	
3360-2340-0000	Eromanga Aerodrome Repairs & Maint			12,976	10,000	130%	Annual Insurance paid in July
3360-2350-0000	Adavale Aerodrome Repairs & Maint			-	5,000	0%	
3360-2360-0000	Toompine Aerodrome Repairs & Maint			-	2,000	0%	
3360-2370-0000	Cheepie Aerodrome Repairs & Maint			184	2,000	9%	
3360-2600-0000	Depn Aerodromes				409,479	0%	
3360-0003	AERODROME			38,628	558,479	7%	
		-	-	0%			
3366-0003	QUILPIE REFUELLING FACILITY						
3366-1310-0000	Quilpie Refuelling Revenue						
3366-2310-0000	Quilpie Refuelling Operation and R&M			79,940	280,000	0%	
3366-2600-0000	Depn - Quilpie Refuelling Facility				21,960	0%	
3365-0003	QUILPIE REFUELLING FACILITY			79,940	301,960	0%	
		90,494	250,000	36%			

Revenue and Expenditure Report

For the month ending 30 September 2023
Year Elapsed 25%

		REVENUE			EXPENSE			
	Resp. Off	ACTUAL YTD	BUDGET 23/24	%	ACTUAL YTD	BUDGET 23/24	%	COMMENTS
3370-0003	BULLOO PARK							
3370-1500-0000	Bulloo Park Fees	DCCS	741	2,000	37%			
3370-2220-0000	Bulloo Park Operations	DCCS			53,473	121,000	44%	
3370-2600-0000	Depn Bulloo Park	DCCS			-	86,400	0%	
3370-0003	BULLOO PARK		741	2,000	37%	53,473	207,400	26%
3371-0003	BULLOO RIVER WALKWAY							
3371-2220-0000	Bulloo River Walkway Operations	MED			564	5,000	11%	
3371-0003	BULLOO RIVER WALKWAY		-	-	564	5,000	11%	
3375-0003	JOHN WAUGH PARK							
3375-1500-0000	John Waugh Park Fees	DCCS		0%				
3375-2220-0000	John Waugh Park Operations	DCCS			24,445	110,000	22%	
3375-2600-0000	Depn John Waugh Park	DCCS			-	37,240	0%	
3375-0003	JOHN WAUGH PARK		-	-	24,445	147,240	17%	
3376-0003	BICENTENNIAL PARK							
3376-2220-0000	Bicentennial Park Operations	DCCS			8,304	35,000	24%	
3376-2600-0000	Depn Bicentennial Park	DCCS			-	49,000	0%	
3376-0003	BICENTENNIAL PARK		-	-	8,304	84,000	10%	
3377-0003	BALDY TOP RECREATION AREA							
3377-2220-0000	Baldy Top Operations	DCCS			2,018	4,000	50%	Includes painting of toilet block
3377-0003	BALDY TOP RECREATION AREA		-	-	2,018	4,000	50%	
3378-0003	OPALOPOLIS PARK							
3378-2220-0000	Opalopolis Park Operations	DCCS			-	10,000	0%	
3378-0003	OPALOPOLIS PARK		-	-	-	10,000	0%	
3379-0003	KNOT-O-SAURUS PARK							
3379-2220-0000	Knot-o-saurus Park Operations	DCCS			885	10,000	0%	
3379-0003	KNOT-O-SAURUS PARK		-	-	885	10,000	0%	
3380-0003	COUNCIL LAND & BUILDINGS							
3380-1500-0000	Gain / Loss on Land & Buildings for Resale	DCCS	-	-				
3380-1501-0000	Profit / (Loss) on Sale of Assets	DCCS	-					
3380-2100-0000	Land Sale Costs	DCCS			53	10,000	0%	
3380-2330-0000	Council Properties Operating Exp	DCCS			20,140	31,000	65%	Rates and annual insurance
3380-2600-0000	Depn Council Buildings Other	DCCS			-	47,144	0%	
3380-0003	COUNCIL LAND & BUILDINGS		-	-	20,193	88,144	23%	
3385-0003	PARKS & GARDENS							
3385-2220-0000	Parks & Gardens Operating Expenses	DES			73,897	133,000	56%	Wages and plant
3385-2420-0000	Street Tree Program	DES			-	-	0%	
3385-2600-0000	Depn Parks Building	DES			-	82,000	0%	
3385-0003	PARKS & GARDENS		-	-	73,897	215,000	34%	
3390-0003	PUBLIC TOILETS							
3390-2220-0000	Public Toilets Operations	DES			18,114	74,000	24%	
3390-0003	PUBLIC TOILETS		-	-	18,114	74,000	24%	

Revenue and Expenditure Report

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Year Elapsed 25%

			REVENUE			EXPENSE			
		Resp. Off	ACTUAL YTD	BUDGET 23/24	%	ACTUAL YTD	BUDGET 23/24	%	COMMENTS
3300-0002	INFRASTRUCTURE MAINTENANCE		2,950,704	21,337,000	14%	3,218,730	27,114,677	12%	
3400-0002	BUSINESS OPPORTUNITIES								
3400-0003	DMR WORKS								
3402-1258-0000	RMPC Contract	DES	97,342	1,457,897	7%				
3402-2230-0000	RMPC Contract	DES				193,741	1,312,107	15%	
3403-1275-0000	Quilpie-Adavale Red Rd (TIDS) Revenu	DES	20,574	2,094,000	1%				
3403-2200-0000	Quilpie-Adavale Red Road (TIDS) Exps	DES				22,162	2,594,000	1%	
3405-1300-0000	CN-15666 Diamantina Drainage Revenue	DES	-			-			
3405-2300-0000	CN-15666 Diamantina Drainage Costs	DES				-			
3406-1200-0000	DMR WORKS - Others (Revenue)	DES	-	-	0%				
3406-2200-0000	DMR WORKS - Others (Expenses)	DES				7,319	-	0%	
3407-1280-0000	CN19645 Diamantina Development Road	DES	617,193	2,142,000	29%				
3407-2300-0000	CN19645 Diamantina Development Road	DES				840,339	2,142,000	39%	
3400-0003	DMR WORKS		735,109	3,551,897	21%	1,063,561	3,906,107	27%	
3410-0003	PRIVATE WORKS								
3410-1550-0000	Private Works Revenue	DES	-	26,000	0%				Private works jobs invoiced in October
3410-2230-0000	Private Works Expenditure	DES				30,565	20,000	153%	Private works jobs invoiced in October
3410-0003	PRIVATE WORKS		-	26,000	0%	30,565	20,000	153%	
3400-0002	BUSINESS OPPORTUNITIES		735,109	3,577,897	21%	1,094,126	3,926,107	28%	
3000-0001	INFRASTRUCTURE		3,956,685	25,478,397	16%	4,522,461	32,556,284	14%	
4000-0001	ENVIRONMENT & HEALTH								
4100-0002	PLANNING & DEVELOPMENT								
4100-0003	TOWN PLANNING - LAND USE & SURVEY								
4100-1500-0000	Town Planning Fees	CEO	-	1,000	0%				
4100-2220-0000	Town Planning Expenses	CEO				27,033	25,000	108%	
4100-0003	TOWN PLANNING - LAND USE & SURVEY		-	1,000	0%	27,033	25,000	108%	
4150-0003	BUILDING CONTROLS								
4150-1500-0000	Building Fees No GST	CEO	240	-	0%				
4150-1501-0000	Building Fees - GST Applies	CEO	435	2,000	22%				
4150-2220-0000	Building Expenses	CEO				-	40,000	0%	
4151-1505-0000	Swimming Pool Inspection Fees	CEO				-	-	0%	
4151-2225-0000	Swimming Pool Inspection Costs	CEO				-	-	0%	
4150-0003	BUILDING CONTROLS		675	2,000	34%	-	40,000	0%	
4100-0002	PLANNING & DEVELOPMENT		675	3,000	23%	27,033	65,000	42%	
4200-0002	WASTE MANAGEMENT								
4200-0003	GARBAGE COLLECTION								
4200-1000-0000	Garbage Charges	DES	189,152	368,366	51%				

Revenue and Expenditure Report

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Year Elapsed 25%

Resp. Off		REVENUE			EXPENSE			COMMENTS
		ACTUAL YTD	BUDGET 23/24	%	ACTUAL YTD	BUDGET 23/24	%	
4200-1005-0000	Garbage Charges - Interest	DES 908	2,000	45%				
4200-1080-0000	Garbage Charges Discount	DES (14,811)	(31,000)	48%				
4200-1085-0000	Garbage Pensioner Remission	DES -	-	0%				
4200-1090-0000	Garbage Charges Writeoff and Refund	DES (13)	-	0%				
4200-2220-0000	Garbage Operations	DES			29,288	133,900	22%	
4220-2225-0000	Annual Kerbside Collection	DES			-	10,300	0%	
4200-0003	GARBAGE COLLECTION	175,236	339,366	52%	29,288	144,200	20%	
4250-0003	LANDFILL OPERATIONS							
4250-1500-0000	Landfill Fees Revenue	DES -	-	0%				
4250-2235-0000	Landfill Operations	DES			39,054	262,650	15%	
4250-2600-0000	Depn Landfill	DES			-	16,151	0%	
4250-0003	LANDFILL OPERATIONS	-	-	0%	39,054	278,801	14%	
4200-0002	WASTE MANAGEMENT	175,236	339,366	52%	68,342	423,001	16%	
4300-0002	PEST MANAGEMENT & ANIMAL CONTROL							
4300-0003	PLANT PEST CONTROL							
4300-2250-0000	Com. Combating Drought-Pest Weed Exp	DCCS			-	10,000	0%	
4300-2290-0000	Plant Pest Control Expenses	DCCS			4,110	65,000	6%	
4300-0003	PLANT PEST CONTROL	-	-	0%	4,110	75,000	5%	
4310-0003	ANIMAL PEST CONTROL							
4310-1000-0000	Wild Dog Special Levy	DCCS 47,335	94,260	50%				
4310-2235-0000	Wild Dog Coordinator Expenditure	DCCS			42,581	175,500	24%	
4310-2250-0000	Wild Dog Bonus Payments	DCCS			100	10,000	1%	
4310-2280-0000	DNR Precept - Barrier Fence	DCCS			-	115,000	0%	
4312-1000-0000	Baiting Fee Reimbursements	DCCS -	35,000	0%				
4312-2260-0000	Syndicate Baiting Expense	DCCS			145,734	252,000	58%	
4313-1170-0000	Grant - QLD Feral Pest Initiative	DCCS -	24,428	0%				
4313-2250-0000	QLD Feral Pest Initiative	DCCS			-	24,428	0%	
4313-2290-0000	2022 Council Exclusion Fence Subsidy	DCCS			-	62,500	0%	
4313-2300-0000	2023 Council Exclusion Fence Subsidy	DCCS			50,000	250,000	20%	
4310-0003	ANIMAL PEST CONTROL	47,335	202,544	23%	238,415	938,284	25%	
4320-0003	STOCK ROUTES & RESERVES MANAGEMENT							
4320-1500-0000	Common Application Fees	DCCS 1,827	2,000	91%				
4320-1600-0000	Mustering / Supplement Fees	DCCS -	5,000	0%				
4320-1800-0000	Reserve Fees	DCCS -	3,000	0%				
4320-2200-0000	Common Fence Repairs & Firebreaks	DCCS			2,826	4,000	71%	
4320-2220-0000	Stock Routes & Reserves Expenses	DCCS			2,271	34,000	7%	
4320-0003	STOCK ROUTES & RESERVES MANAGEMENT	1,827	10,000	18%	5,096	38,000	13%	
4330-0003	DOMESTIC ANIMAL CONTROL							
4330-1300-0000	Animal Write-Off	DCCS -	-	0%				
4330-1400-0000	Animal Discounts	DCCS -	-	0%				
4330-1500-0000	Animal Control Fees	DCCS 2,442	8,000	31%				
4330-1700-0000	Animal Control Fines & Penalties	DCCS -	1,000	0%				
4330-2220-0000	Animal Control Expenses	DCCS			718	15,000	5%	

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Year Elapsed 25%

	Resp. Off	REVENUE			EXPENSE			COMMENTS
		ACTUAL YTD	BUDGET 23/24	%	ACTUAL YTD	BUDGET 23/24	%	
4330-0003	DOMESTIC ANIMAL CONTROL	2,442	9,000	27%	718	15,000	5%	
4300-0002	PEST MANAGEMENT & ANIMAL CONTROL	51,604	221,544	23%	248,339	1,066,284	23%	
4500-0002	ENVIRONMENT & HEALTH							
4510-0003	ENVIRONMENTAL PROTECTION							
4510-2220-0000	Environmental Protection Expenses				-	28,000	0%	
4510-0003	ENVIRONMENTAL PROTECTION	-	-	0%	-	28,000	0%	
4520-0003	HEALTH AUDITING & INSPECTION							
4520-1400-0000	Health Licenses & Permits Revenue	3,087	3,500	88%				
4520-2230	Health Operations	3,087	3,500	88%	-	-	0%	
4500-0002	ENVIRONMENT & HEALTH	3,087	3,500	88%	-	28,000	0%	
4000-0001	ENVIRONMENT & HEALTH	230,602	567,410	41%	343,714	1,582,285	22%	
5000-0001	COMMUNITY SERVICES							
5100-0002	COMMUNITY DEVELOPMENT							
5120-0003	COMMUNITY FACILITIES SWIMMING POOLS							
5120-2220-0000	Quilpie Swimming Pool Operations				148,301	452,100	33%	Budget amendment in October
5120-2330-0000	Quilpie Swimming Pool Repairs & Mtc				3,376	38,000	9%	
5120-2600-0000	Depn Swimming Pool Structures				-	82,497	0%	
5125-2220-0000	Eromanga Swimming Pool Opt & Maint				10,475	30,000	35%	Budget amendment in October
5125-2230-0000	Eromanga Swimming Pool Repairs & Mtc				-	7,000	0%	
5125-2600-0000	Depn Eromanga Swimming Pool				-	22,069	0%	
5120-0003	COMMUNITY FACILITIES SWIMMING POOLS	-	-	0%	162,152	631,666	26%	
5150-0003	COMMUNITY FACILITIES - SHIRE HALLS							
5150-1500-0000	Shire Halls - Revenue	649	3,000	22%				
5150-2220-0000	Shire Hall Operations				34,414	39,000	88%	Annual Insurance, rates , electricity
5150-2330-0000	Shire Halls Repairs & Maintenance				20,638	110,000	19%	
5150-2600-0000	Depn Shire Halls				-	182,923	0%	
5150-0003	COMMUNITY FACILITIES - SHIRE HALLS	649	3,000	22%	55,051	331,923	17%	
5170-0003	RECREATION FACILITIES							
5170-2220-0000	Recreational Facilities Operating Expenses				5,026	10,000	50%	
5170-2230-0000	Recreational Facilities Repairs & Maintenance				-	11,000	0%	
5170-2250-0000	All Sports Building				5,586	4,000	140%	Annual Insurance and refurb works
5170-2330-0000	Adavale Sport & Rec Grounds				6,283	18,000	35%	Annual Insurance and rates
5170-2340-0000	Eromanga Rodeo & Race Grounds				14,017	15,000	93%	Annual Insurance, rates , electricity
5170-2350-0000	Toompine Shooting Facility				1,304	-	0%	
5170-2600-0000	Depn Recreational Facilities				-	220,408	0%	
5170-0003	RECREATION FACILITIES	-	-	0%	32,216	278,408	12%	
5180-0003	TOWN DEVELOPMENT							
5180-2820-0000	Town Development - Eromanga				-	5,000	0%	

Revenue and Expenditure Report

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Year Elapsed 25%

		Resp. Off	REVENUE			EXPENSE			COMMENTS
			ACTUAL YTD	BUDGET 23/24	%	ACTUAL YTD	BUDGET 23/24	%	
5180-2830-0000	Town Development - Adavale	CEO				-	5,000	0%	
5180-2840-0000	Town Development - Toompine	CEO				-	5,000	0%	
5180-0003	TOWN DEVELOPMENT		-	-	0%	-	15,000	0%	
5190-0003	COMMUNITY DEVELOPMENT								
5190-1150-0000	Community Bus Income	DCCS	822	5,000	16%				
5190-1160-0000	Community Event - Ticket Sales	DCCS	-	-	0%				
5190-1210-0000	Grants - National Australia Day Council	DCCS	-	16,000	0%				
5190-1220-0000	Grant - NAIDOC Week	DCCS	-	3,000	0%				
5190-1230-0000	Grant - Celebrating Multicultural Qld	DCCS	-	10,000	0%				
5190-2100-0000	Community Support Activities & Event	DCCS				14,238	56,500	25%	
5190-2150-0000	Buses - Community Support	DCCS				-	3,000	0%	
5190-2320-0000	Community Celebrations	DCCS				7,694	60,000	13%	
5190-2500-0000	Council Community Grants	DCCS				11,457	53,000	22%	
5190-2840-0000	Quilpie Street Development	DCCS				43,037	5,000	861%	For review - works on centre island in main street
5190-0003	COMMUNITY DEVELOPMENT		822	34,000	2%	76,426	177,500	43%	
5100-0002	COMMUNITY DEVELOPMENT		1,471	37,000	4%	325,846	1,434,497	23%	
5200-0002	AGED SERVICES								
5220-1200-0000	Aged Peoples Accommodation Rent	DCCS	16,560	125,000	13%				
5220-2220-0000	Aged Peoples Accommodation O&M	DCCS				62,961	76,500	82%	Annual Insurance plus grounds maintenance
5220-2240-0000	Gyrca Gardens Rec-Centre - O&M	DCCS				3,375	70,000	5%	Maintenance and grounds
5220-2600-0000	Depn Aged Accom Building	DCCS				-	116,940	0%	
5200-0002	AGED SERVICES		16,560	125,000	13%	66,336	263,440	25%	
5225-0002	HOUSING								
5225-1200-0000	Rent - Housing	DCCS	71,238	325,000	22%				
5225-2220-0000	Housing Operating Expenses	DCCS				5,888	35,000	17%	
5225-2230-0000	Housing - Repairs & Maintenance	DCCS				93,583	261,750	36%	Annual Insurance, rates, pest control, maintenance
5225-2600-0000	Depn Housing	DCCS				-	217,169	0%	
5225-0002	HOUSING		71,238	325,000	22%	99,471	513,919	19%	
5200-0002	AGED SERVICES & HOUSING		87,798	450,000	20%	165,807	777,359	21%	
5300-0003	COMMUNITY HEALTH PROMOTIONS								
5300-1100-0000	Health Promotions Officer Grant Rev	DCCS	-	150,000	0%				
5300-1105-0000	Checkup Aust QMHW Grant	DCCS	-	-	0%				
5300-1110-0000	Comedy Night Grant	DCCS	-	-	0%				
5300-2000-0000	Health Promotions Officer Wages	DCCS				-	-	0%	
5300-2020-0000	National Dis. Ins. Scheme Officer	DCCS				20,505	103,000	20%	
5300-2200-0000	Heart of Australia Bus Visit	DCCS				5,000	30,000	17%	
5300-2240-0000	Health Promotions Officer Activities	DCCS				39,521	210,875	19%	
5300-2700-0000	TRAIC Grant	DCCS				-	-	0%	
5310-1100-0000	Grant - Localised Mental Health	DCCS	-	-					
5310-2000-0000	Localised Mental Health Grant Costs	DCCS			0%	-	-		
5320-1100-0000	Grant - TRAIC	DCCS	-	-	0%				
5320-2000-0000	TRAIC Grant Costs	DCCS				-	-	0%	

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Year Elapsed 25%

		Resp. Off	REVENUE			EXPENSE			COMMENTS
			ACTUAL YTD	BUDGET 23/24	%	ACTUAL YTD	BUDGET 23/24	%	
5300-0003	COMMUNITY HEALTH PROMOTIONS		-	150,000	0%	65,026	343,875	19%	
5300-0003	COMMUNITY HEALTH		-	150,000	0%	65,026	343,875	19%	
5400-0003	COMMUNITY SERVICES ADMINISTRATION								
5400-2220-0000	Community Services Admin Operating Expenses	DCCS				70,036	371,000	19%	
5400-0003	COMMUNITY SERVICES ADMINISTRATION		-	-	0%	70,036	371,000	19%	
5400-0003	COMMUNITY SERVICES SUPPORT		-	-	0%	70,036	371,000	19%	
5600-0002	ARTS & CULTURE								
5610-0003	MUSEUMS								
5610-2220-0000	Eromanga Living History Centre O&M	CEO				2,390	13,000	18%	
5610-2230-0000	Museum Operations & Maintenance	MED				1,055	5,000	21%	
5610-2240-0000	Powerhouse Museum Operations	MED				1,350	4,500	30%	
5610-2250-0000	Railway / Local History	MED				2,631	25,000	11%	
5610-2260-0000	Eromanga Natural Hist. Museum	CEO				32,741	55,000	60%	Annual insurance, rates, maintenance
5610-2290-0000	ENHM COVID-19 Operating Support	CEO				-	-	0%	
5610-2600-0000	Depn Museum	MED					224,923	0%	
5610-0003	MUSEUMS		-	-	0%	40,167	327,423	12%	
5630-0003	REGIONAL ARTS DEVELOPMENT FUNDING								
5630-1100-0000	RADF Grant Revenue	DCCS	-	25,000	0%				
5630-1110-0000	RADF Revenue 22/23	DCCS	-	-					
5630-1400-0000	RADF Earnback and Refunds	DCCS	-	-	0%				
5630-2180-0000	RADF Grant Expenditure	DCCS				-	30,000	0%	
5630-2190-0000	RADF Grant Expenditure 22/23	DCCS				24,339	-	0%	
5630-5000-0000	REGIONAL ARTS DEVELOPMENT FUNDING		-	25,000	0%	24,339	30,000	81%	
5600-0002	ARTS & CULTURE		-	25,000	0%	64,506	357,423	18%	
5700-0002	LIBRARY SERVICES								
5710-1100-0000	Libraries Operating Grant Revenue	DCCS	-	2,925	0%				
5710-1120-0000	First Five Grant - Library	DCCS	-	3,000	0%				
5710-1600-0000	Library Fees & Charges Revenue	DCCS	234	-	0%				
5710-2120-0000	First Five Grant - Library Exp	DCCS				1,551	3,000	52%	
5710-2220-0000	Library Operating Expenses	DCCS				34,944	186,750	19%	
5710-2330-0000	Library Repairs & Maintenance Expens	DCCS				52	6,000	1%	
5710-2600-0000	Depn Library	DCCS				-	26,778	0%	
5711-1130-0000	Grant Centrelink Access Point	DCCS	2,225	7,800	29%				
5700-0002	LIBRARY SERVICES		2,459	13,725	18%	36,546	222,528	16%	
5750-0002	DISASTER MANAGEMENT SERVICES								
5750-1100-0000	Grant - Get Ready Queensland	DCCS	-	6,780	0%				
5750-2020-0000	Get Ready Qld Exp	DCCS				-	6,780	0%	
5750-2220-0000	Disaster Management Operations	CEO				-	4,000	0%	
5750-0002	DISASTER MANAGEMENT SERVICES		-	6,780	0%	-	10,780	0%	

Revenue and Expenditure Report

For the month ending 30 September 2023

Year Elapsed 25%

Resp. Off		REVENUE			EXPENSE			COMMENTS
		ACTUAL YTD	BUDGET 23/24	%	ACTUAL YTD	BUDGET 23/24	%	
5800-0002	PUBLIC SERVICES							
5810-0003	STATE EMERGENCY SERVICES							
5810-1140-0000	QLD Emergency Services Grant Revenue	-	20,000	0%				
5810-2220-0000	Emergency Services Operations				5,376	20,000	27%	
5810-2600-0000	Depn S.E.S				-	18,000	0%	
5810-0003	STATE EMERGENCY SERVICES	-	20,000	0%	5,376	38,000	14%	
5820-0003	TELEVISION							
5820-2230-0000	TV Maintenance & Repairs				7,187	25,000	29%	
5820-2600-0000	Depn Satellite TV				-	26,413	0%	
5820-0003	TELEVISION	-	-	0%	7,187	51,413	14%	
5830-0003	CEMETERIES							
5830-1500-0000	Burial Fees	277	2,000	14%				
5830-1510-0000	Grave Reservation Fee	-	-	0%				
5830-2220-0000	Cemeteries Operations				5,815	36,000	16%	
5830-2230-0000	Cemeteries Maintenance				-	3,000	0%	
5830-2600-0000	Depn Cemeteries Building				-	2,138	0%	
5830-0003	CEMETERIES	277	2,000	14%	5,815	41,138	14%	
5840-0003	EROMANGA STATE SCHOOL FACILITY							
5840-2500-0000	Eromanga State School Operating Expe				3,293	-		
5840-2600-0000	Depn - Eromanga State School Facility					30,818	0%	
5840-0003	EROMANGA STATE SCHOOL FACILITY	-	-	0%	3,293	30,818	11%	
5800-0002	PUBLIC SERVICES	2,737	42,505	6%	58,217	394,677	15%	
5000-0001	COMMUNITY SERVICES	92,006	704,505	13%	749,437	3,678,831	20%	
6000-0001	HUMAN RESOURCES							
6100-0002-0000	PAYROLL SERVICES							
6100-2200-0000	Payroll Operating Expenses				18,560	91,000	20%	
6100-0002-0000	PAYROLL SERVICES	-	-	0%	18,560	91,000	20%	
6200-0002-0000	HUMAN RESOURCES							
6200-2040-0000	Human Resource Expenses				42,992	352,000	12%	
6200-2090-0000	Council Gym Membership Program - 20%				154	6,000	3%	
6200-0002-0000	HUMAN RESOURCES	-	-	0%	43,146	358,000	12%	
6300-0002-0000	TRAINING & DEVELOPMENT							
6300-2070-0000	Staff Training & Development				103,674	142,000	73%	Incorporates staff wages when training (wages already budgeted across ledger) - to be separated.
6300-0002-0000	TRAINING & DEVELOPMENT	-	-	0%	103,674	142,000	73%	
6000-0001	HUMAN RESOURCES	-	-	0%	165,380	591,000	28%	

Revenue and Expenditure Report

For the month ending 30 September 2023

Year Elapsed 25%

	Resp. Off	REVENUE			EXPENSE			COMMENTS
		ACTUAL YTD	BUDGET 23/24	%	ACTUAL YTD	BUDGET 23/24	%	
7100-0001	ECONOMIC DEVELOPMENT & TOURISM							
7100-0002	ECONOMIC DEVELOPMENT & PROMOTION							
7100-2100-0000	Economic Development				32,331	311,000	10%	
7100-2120-0000	Economic Dev Training and Conferences				1,675	5,000	33%	
7100-2130-0000	Opal Fossicking Area				7,561	5,000	151%	
7100-2140-0000	Subscriptions and Memberships				14,087	15,000	94%	
7100-2150-0000	SWRED-Tourism Development				8,241	59,000	14%	
7100-0002	ECONOMIC DEVELOPMENT & PROMOTION	-	-	0%	63,895	395,000	16%	
7200-0002	VISITOR INFORMATION CENTRE							
7200-1500-0000	Visitors Info Centre Sales	16,735	32,000	52%				
7200-1505-0000	VIC - Quilpeta Sales	10,804	26,000	42%				
7200-1510-0000	VIC Gallery Sales (GST Free)	224	10,000	2%				
7200-1515-0000	VIC Gallery Sales (GST)	71	1,500	5%				
7200-1530-0000	Bus Tour Fees	1,285	2,000	64%				
7200-2000-0000	VIC - Wages				58,776	320,000	18%	
7200-2110-0000	VIC - Exhibitions and Events				604	10,000	6%	
7200-2120-0000	VIC - Tourism Promotion				9,864	60,000	16%	
7200-2130-0000	VIC - Bus Tour				-	-	0%	
7200-2220-0000	VIC Operating Expenses				32,493	36,000	90%	Includes merchandise. SF to check wages/coding
7200-2230-0000	VIC - Repairs & Maintenance				5,734	45,000	13%	
7200-2510-0000	Artist Payments - Sales (GST Excl)				-	8,000	0%	
7200-2515-0000	Artist Payments - Sales (GST Incl)				-	2,000	0%	
7200-2600-0000	Depn - VIC				-	50,052	0%	
7201-1500-0000	VIC Outback Mates to NP Camping Perm	(80)	-				0%	
7200-0002	VISITOR INFORMATION CENTRE	29,040	71,500	41%	107,472	531,052	20%	
7300-0002	TOURISM EVENTS & ATTRACTIONS							
7300-1200-0000	Event Revenue	4,128	-	0%				
7300-2100-0000	EVENT - Major Events Promotion				3,267	15,000	22%	
7300-2200-0000	EVENTS - Tourism Events				91,588	82,500	111%	
7300-0002	TOURISM EVENTS & ATTRACTIONS	4,128	-	0%	94,855	97,500	97%	
7100-0001	ECONOMIC DEVELOPMENT & TOURISM	33,168	71,500	46%	266,222	1,023,552	26%	
TOTAL REVENUE AND EXPENDITURE		9,064,186	66,354,417	14%	6,969,315	44,086,343	16%	
		ACTUAL	BUDGET					
PROFIT / (LOSS)		2,094,871	22,268,074	9%				

Capital Expenditure Summary

Asset Description	Type	Brought Forward WIP 30/06/2023	Current Year (Actual)	Current Year (Committed)	Total Year to Date	Budget 2023/24	%	Total Project Cost	Comments
Land									
		0	0	0	0		0.00%		
Buildings and Structures									
CARRY-OVER: 2 X 4 Bedroom Houses Quilpie	N	1,012,497	209,596	98,468	308,064	97,486	316%	1,070,000	Will be updated with budget review figures in October report. Review to be undertaken to ensure quantities/costs correctly posted to project as the ancillary works for 4 houses are being completed concurrently
CARRY-OVER: 1 x 3 Bedroom House Eromanga	N	817,503	215,693	63,700	279,393	105,664	264%	400,000	Will be updated with budget review figures
CARRY-OVER: 2 x 5 Bedroom Houses Quilpie	N	298,738	899		899	221,910	0.41%	1,035,000	Will be updated with budget review figures in October report. Review to be undertaken to ensure quantities/costs correctly posted to project as the ancillary works for 4 houses are being completed concurrently
CARRY-OVER: TMR/QRA Office	N	1,700			-	148,000	0.00%	150,000	
CARRY-OVER: Quilpie Shire Admin Offices	R	45			-	10,000	0.00%	10,000	
CARRY-OVER: Adavale Work Camp Upgrade	R				-	20,000	0.00%	20,000	
CARRY-OVER: Eromanga Work Camp Upgrade					-	50,000	0.00%	50,000	
CARRY-OVER: Cheepie Work Camp Upgrade					-	20,000	0.00%	20,000	
CARRY-OVER: Quilpie Hall - Shower Block		1,710	1,243		1,243	100,000	1.24%	100,000	
CARRY-OVER: Adavale Town Hall - Grounds Upgrade					-	50,000	0.00%	50,000	
CARRY-OVER: Townhouse Estate Development		139,202	42,153	188,777	230,930	7,812,798	2.96%	7,952,000	
NEW: ENHM - Stage 3					-	18,000,000	0.00%	18,000,000	Subject to external funding approval
NEW: Council Housing Refurbishments		114,578	51,012	8,987	59,999	250,000	24.00%	250,000	
NEW: Gyrica Housing Refurbishment		40,526	15,017		15,017	100,000	15.02%	100,000	
NEW: Gyrica Housing Refurbishment Unit 3 & 4	R				-	250,000	0.00%	250,000	
NEW: Eromanga Pool	U	52,829	1,863		1,863	1,200,000	0.16%	1,245,472	
NEW: Quilpie SES Shed Extension	U	-			-	14,180	0.00%	14,180	
		2,479,328	537,476	359,932	897,408	28,450,038	3.15%	30,716,652	
Other Infrastructure									
CARRY-OVER: Toompine Playground / Shade Structure	U	19,876	7,920		7,920	25,000	31.68%	90,000	
CARRY-OVER: Quilpie Cemetery Beautification	N				-	14,000	0.00%	20,000	
CARRY-OVER: Adavale Museum	N	-			-	20,000	0.00%	20,000	
CARRY-OVER: Aerodrome Fuel Relocation	N	1,006			-	175,000	0.00%	175,000	
CARRY-OVER: Opalopolis Park Upgrade - Stage 1	R	1,581	183,356		183,356	275,000	66.67%	275,000	
CARRY-OVER: Toompine Transfer Station	N				-	20,000	0.00%	20,000	
CARRY-OVER: Eromanga Transfer Station	U	16,100			-	33,900	0.00%	50,000	
CARRY-OVER: Adavale Transfer Station	R	41,622			-	11,678	0.00%	50,000	
NEW: Toompine Aerodrome Upgrade - Fencing	U	-			-	200,000	0.00%	200,000	
NEW: Adavale - Sealing road to waste facility and ancillary works	R				-	250,000	0.00%	250,000	
NEW: Entrance to Bulloo Park	N				-	30,000	0.00%	30,000	
NEW: Quilpie Footpath - Missing Link (jabiru St)	U				-	50,000	0.00%	50,000	

Capital Expenditure Summary

Asset Description	Type	Brought Forward WIP 30/06/2023	Current Year (Actual)	Current Year (Committed)	Total Year to Date	Budget 2023/24	%	Total Project Cost	Comments
NEW: Bicentennial Park - Electrical Works	R				-	20,000	0.00%	20,000	
NEW: Walking Path to Baldy Top	U				-	300,000	0.00%	300,000	
		80,186	191,276	-	191,276	1,424,578	13.43%	1,550,000	
Plant & Equipment									
2021-2022 Plant Replacement	WFM		92,724	-	92,724				
2022 - 2024 Plant Replacement	MFA	-	361,939	-	361,939				
CARRY-OVER: Replace Unit 1103 - Ranger		24,740	43,993		43,993	36,260	121.33%	61,000	
CARRY-OVER: Replace Unit 1104 - Ranger		24,740	47,797		47,797	36,260	131.82%	61,000	
CARRY-OVER: Replace Unit 1109 - Ranger			55,299		55,299	61,000	90.65%	61,000	
CARRY-OVER: 96 - Mitsubishi Fighter					-	140,000	0.00%	140,000	
CARRY-OVER: 31 - SES Hilux Eromanga					-	65,000	0.00%	65,000	
CARRY-OVER: 67 - Tractor John Deere					-	60,000	0.00%	60,000	
CARRY-OVER: 68 - Honda Hustler Super Z					-	35,000	0.00%	35,000	
CARRY-OVER: 69 - Husqvarna Mower PZ 29D Zxero					-	30,000	0.00%	30,000	
CARRY-OVER: 1115 - Toyota Hilux (SES)					-	65,000	0.00%	65,000	
CARRY-OVER: 1113 - Toyota Prado			975		975	70,000	1.39%	70,000	
CARRY-OVER: 1116 - Toyota Prado			70,551		70,551	70,000	100.79%	70,000	
CARRY-OVER: 323 - Concrete Crew Trailer					-	15,000	0.00%	15,000	
CARRY-OVER: 3401 - Bobcat skidsteer S770					-	150,000	0.00%	150,000	
CARRY-OVER: 130 - Tractor John Deere			88,636		88,636	90,000	98.48%	90,000	
CARRY-OVER: 4001 - Toro Zero Turn Mower					-	30,000	0.00%	30,000	
CARRY-OVER: 4002 - Hustler 0 Turn					-	18,000	0.00%	18,000	
CARRY-OVER: 2600 - Tandem Axel Dolly					-	40,000	0.00%	40,000	
CARRY-OVER: 2601 - Side Tipper - Second Hand					-	160,000	0.00%	160,000	
CARRY-OVER: 220 - Side Tipper					-	160,000	0.00%	160,000	
CARRY-OVER: 2000 - Mitsubishi Fuso Canter					-	100,000	0.00%	100,000	
CARRY-OVER: 2001 - Mitsubishi Fuso canter					-	100,000	0.00%	100,000	
CARRY-OVER: 95 - Mitsubishi Fighter 1224			117,902		117,902	200,000	58.95%	200,000	
CARRY-OVER: 1117 - Landcruiser replacement with Ranger/Hilux or equivalent					-	75,000	0.00%	75,000	
CARRY-OVER: 1118 - Landcruiser replacement with Ranger/Hilux or equivalent					-	75,000	0.00%	75,000	
CARRY-OVER: 221 - Skid Steer Trailer					-	25,000	0.00%	25,000	
CARRY-OVER: Elevated Work Platform			29,490		29,490	28,000	105.32%	28,000	
CARRY-OVER: 86 - 30,000 Lt Water Tanker (trade in Liberty					-	137,000	0.00%	137,000	
NEW: Vacuum Excavator and Trailer					-	70,000	0.00%	70,000	
		49,481	454,664	-	454,664	2,141,519	21.23%	2,191,000	
Roads									
CARRY-OVER: Quilpie Aerodrome Pavement Reconstruction	DES	299,292	36,536	4,800	41,336	1,532,708	2.70%	1,832,000	Existing layout only; no extension.
CARRY-OVER: Eromanga Kerb	DES				-	120,000	0.00%	120,000	Install Kerb along main street
NEW: Adavale Black Road Reseal	DES				-	144,595	0.00%	144,595	Chainage 0.0 km - 2.836 km,
NEW: Coonaberry Creek Road Reseal	DES				-	764,280	0.00%	764,280	Chainage 1.236 km-5.039 km,
NEW: Deacon Street Reseal	DES				-	47,685	0.00%	47,685	Chainage 0.0 km - 0.215 km
NEW: Eulo Road Reseal	DES				-	49,500	0.00%	49,500	Chainage 1.028 km - 1.284
NEW: Quarrior Street Reseal	DES				-	53,350	0.00%	53,350	Chainage 0.0 km- 0.45 km
NEW: Mt Margaret Road Reseal/Rehab	DES			295,782	295,782	232,590	127.17%	232,590	Seal restoration and pavement repairs

Capital Expenditure Summary

Asset Description	Type	Brought Forward WIP 30/06/2023	Current Year (Actual)	Current Year (Committed)	Total Year to Date	Budget 2023/24	%	Total Project Cost	Comments
NEW: Ray Road	DES				-	70,000	0.00%	70,000	DES - Chainage 8000 - Floodway
NEW: Brolga Street - reseal carparking lanes	DES				-	140,000	0.00%	140,000	To coincide with Department of Main Roads
NEW: Quilpie Truck Pad Seal (Lot 71)	DES		17,580	605	18,185	62,300	29.19%	62,300	
NEW: Seal Land Adjacent to Mural Park	DES				-	15,100	0.00%	15,100	
		299,292	54,115	301,187	355,303	3,232,108	10.99%	3,531,400	
Water Infrastructure									
CARRY-OVER: Quilpie Water Main Upgrade	DES	176,892	6,653	6,588	13,241	223,108	5.93%	400,000	
NEW: Quilpie Water Main Upgrade	DES	-			-	360,000	0.00%	360,000	
CARRY-OVER: Toompine Bore Replacement	DES	61,748	19,200	468,954	488,154	718,252	67.96%	780,000	Under construction.
		238,640	25,853	475,543	488,154	1,301,360	37.51%	1,540,000	
Sewerage Infrastructure									
CARRY-OVER: Quilpie Sewerage Treatment Plant - Design	DES	38,499	23,125	371,975	395,100	461,401	85.63%	478,000	In progress
		38,499	23,125	371,975	395,100	461,401	85.63%	478,000	
		3,185,425	1,286,509	1,508,637	2,781,905	37,011,004	7.52%	40,007,052	



Investment Report Pack

Quilpie Shire Council

1 September 2023 to 30 September 2023



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1. Securities Held By Trading Book Maturing Post 30 September 2023

Latest Deal Code	Latest Deal Settlement Date	Issuer	ISIN	WAL / Interim Maturity Date	Next Coupon Date	Coupon Rate/Latest Yield	Coupon Frequency	Security Type	Security Rating	Face Value Notional	Current Face Value Notional	Market Value
Quilpie Shire Council												
LC182242	15 Sep 2023	Queensland Treasury Corporation		1 Oct 2023		4.58	Nil	At Call	S&P AA+	19,155,319.16	19,155,319.16	19,155,319.16
LC177236	9 Aug 2023	Auswide Bank Limited		9 Feb 2024	9 Feb 2024	5.45	Maturity	TD	Moodys ST P-2	1,000,000.00	1,000,000.00	1,007,764.38
LC176956	8 Aug 2023	AMP Bank Ltd		26 Jun 2024	26 Jun 2024	5.45	Maturity	TD	S&P ST A2	5,000,000.00	5,000,000.00	5,039,568.50
LC176966	8 Aug 2023	National Australia Bank Ltd		26 Jun 2024	26 Jun 2024	5.10	Maturity	TD	S&P ST A1+	5,000,000.00	5,000,000.00	5,037,027.40
LC180775	21 Sep 2023	National Australia Bank Ltd		28 Jun 2024	28 Jun 2024	5.05	Maturity	TD	S&P ST A1+	3,000,000.00	3,000,000.00	3,003,735.63
										33,155,319.16	33,155,319.16	33,243,415.07
Total										33,155,319.16	33,155,319.16	33,243,415.07
Coupon Rate is the full coupon rate at the next coupon date if that next coupon exists.												



2. Interest and Distribution Income Received For 1 September 2023 to 30 September 2023

Security ISIN	Security	Issuer	Income Expense Code	Settlement Date	Face Value (Basis of Interest Calculation)	Consideration Notional	Income Type	Trading Book
	NAB 4.35 04 Sep 2023 91DAY TD	National Australia Bank Ltd	IEI303154	4 Sep 2023	1,096,462.74	11,891.36	Security Coupon Interest	Quilpe Shire Council
	NAB 4.38 08 Sep 2023 95DAY TD	National Australia Bank Ltd	IEI303152	8 Sep 2023	2,182,031.00	24,875.15	Security Coupon Interest	Quilpe Shire Council
	QTC At Call	Queensland Treasury Corporation	IEI319448	29 Sep 2023		72,038.44	Bank Interest	Quilpe Shire Council
						108,804.95		



3. Acquisitions, Disposals and Maturities Between 1 September 2023 and 30 September 2023

Security	Issuer	Security ISIN	Deal Code	Acquisition/ Disposal	Transaction Date	Settlement Date	Face Value Original	Face Value Current	Bond Factor	Capital Price	Accrued Interest Price	Gross Price	Consideration Notional
NAB 4.35 04 Sep 2023 91DAY TD	National Australia Bank Ltd		LC174116	Maturity	4 Sep 2023		1,096,462.74	1,096,462.74	1.00000000	100.000	0.000	100.000	(1,096,462.74)
NAB 4.38 08 Sep 2023 95DAY TD	National Australia Bank Ltd		LC174114	Maturity	8 Sep 2023		2,182,031.00	2,182,031.00	1.00000000	100.000	0.000	100.000	(2,182,031.00)
QTC At Call	Queensland Treasury Corporation		LC182242	Acquisition	15 Sep 2023	15 Sep 2023	1,064,000.00	1,064,000.00	1.00000000	100.000	0.000	100.000	1,064,000.00
NAB 5.05 28 Jun 2024 281DAY TD	National Australia Bank Ltd		LC180775	Acquisition	21 Sep 2023	21 Sep 2023	3,000,000.00	3,000,000.00	1.00000000	100.000	0.000	100.000	3,000,000.00
QTC At Call	Queensland Treasury Corporation		LC182240	Acquisition	29 Sep 2023	29 Sep 2023	72,038.44	72,038.44	1.00000000	100.000	0.000	100.000	72,038.44
													857,544.70

Notes

1. The maturity of 'MBS' type securities are excluded from the above list
2. At maturity, securities are assumed to be priced at capital price = 100, accrued interest = 0
3. To avoid misleading maturity data, the reporting period should start immediately after a month end and the reporting period should be kept small (e.g. 1 month).



4. Interest Income Accrued As At 30 September 2023

Latest Deal Code	Security	WAL / Interim Maturity Date	Issue Date	Prior Coupon Date	Next Coupon Date	Accrual Period (Days)	Coupon Rate	Franking Credit Rate	Coupon Frequency	Face Value Notional	Current Face Value Notional	Latest Purchase Consideration	Market Value	Accrued Interest
LC177236	Auswide 5.45 09 Feb 2024 184DAY TD	9 Feb 2024	9 Aug 2023		9 Feb 2024	52	5.4500		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,007,764.38	7,764.38
LC176956	AMP 5.45 26 Jun 2024 323DAY TD	26 Jun 2024	8 Aug 2023		26 Jun 2024	53	5.4500		Maturity	5,000,000.00	5,000,000.00	5,000,000.00	5,039,568.50	39,568.49
LC176966	NAB 5.1 26 Jun 2024 323DAY TD	26 Jun 2024	8 Aug 2023		26 Jun 2024	53	5.1000		Maturity	5,000,000.00	5,000,000.00	5,000,000.00	5,037,027.40	37,027.40
LC180775	NAB 5.05 28 Jun 2024 281DAY TD	28 Jun 2024	21 Sep 2023		28 Jun 2024	9	5.0500		Maturity	3,000,000.00	3,000,000.00	3,000,000.00	3,003,735.63	3,735.62
										14,000,000.00	14,000,000.00		14,088,095.91	88,095.89

Notes:

1. Coupon Rate is the full coupon rate at the next coupon date if that next coupon exists.
2. Accrued Interest is calculated as Current Face Value x Coupon Rate (Adjusted by Franking Credit Rate) x (Days Since Prior Coupon or Issue Date / 365).
3. The accrued interest component of the Market Value does not consider the franking credit rate and is instead based upon market prices.
4. Immaterial differences in Accrued Interest and the accrued interest portion of Market Value may arise because Market Value is calculated using a rounded "price per 100" value.



5. Portfolio Valuation As At 30 September 2023

Security	Security Rating	ISIN	Face Value Original	Face Value Current	FI Cap Price/ Unit Price/ Share Price	Unit Count/ Share Count	Accrued Interest Price	Market Value	% Total Value	Running Yield	Weighted Running Yield
At Call Deposit											
QTC At Call	S&P AA+		19,155,319.16	19,155,319.16	100.000		0.000	19,155,319.16	57.62%	4.58%	
			19,155,319.16	19,155,319.16				19,155,319.16	57.62%		4.58%
Term Deposit											
AMP 5.45 26 Jun 2024 323DAY TD	S&P ST A2		5,000,000.00	5,000,000.00	100.000		0.791	5,039,568.50	15.16%	5.45%	
Auswide 5.45 09 Feb 2024 184DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.776	1,007,764.38	3.03%	5.45%	
NAB 5.1 26 Jun 2024 323DAY TD	S&P ST A1+		5,000,000.00	5,000,000.00	100.000		0.741	5,037,027.40	15.15%	5.10%	
NAB 5.05 28 Jun 2024 281DAY TD	S&P ST A1+		3,000,000.00	3,000,000.00	100.000		0.125	3,003,735.63	9.04%	5.05%	
			14,000,000.00	14,000,000.00				14,088,095.91	42.38%		5.24%
Total Portfolio			33,155,319.16	33,155,319.16				33,243,415.07	100.00%		4.86%



6. Portfolio Valuation By Categories As At 30 September 2023

Short Term Issuer/Security Rating Group	Market Value	% Total Value
A2	6,047,332.88	18.19%
A1+	8,040,763.03	24.19%
Portfolio Total	14,088,095.91	42.38%

Market Value by Security Rating Group (Short Term)



Long Term Issuer/Security Rating Group	Market Value	% Total Value
AA+ to AA-	19,155,319.16	57.62%
Portfolio Total	19,155,319.16	57.62%

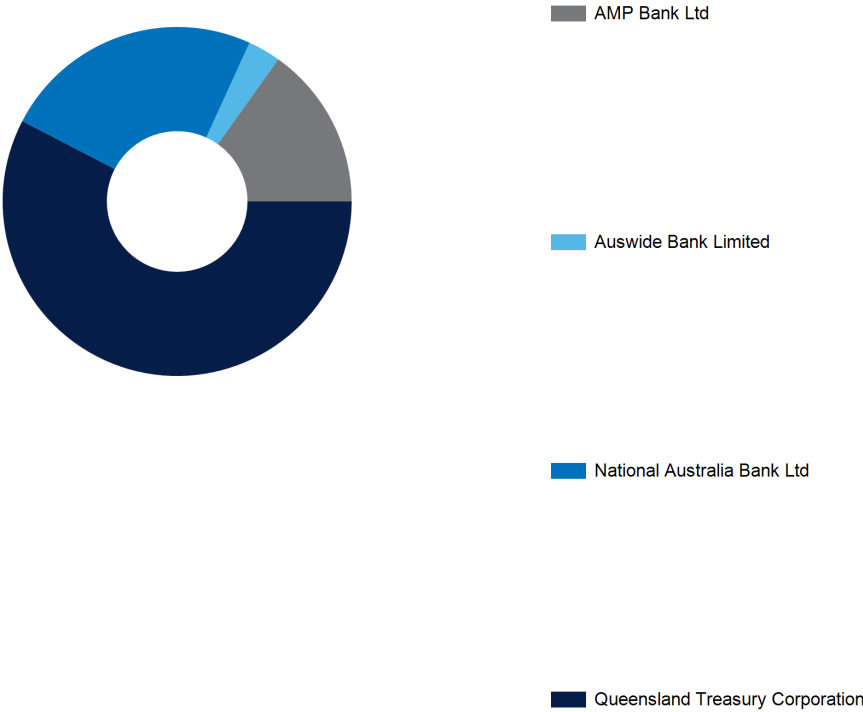
Market Value by Security Rating Group (Long Term)





Issuer	Market Value	% Total Value
AMP Bank Ltd	5,039,568.50	15.16%
Auswide Bank Limited	1,007,764.38	3.03%
National Australia Bank Ltd	8,040,763.03	24.19%
Queensland Treasury Corporation	19,155,319.16	57.62%
Portfolio Total	33,243,415.07	100.00%

Market Value by Issuer





Security Type	Market Value	% Total Value
At Call Deposit	19,155,319.16	57.62%
Term Deposit	14,088,095.91	42.38%
Portfolio Total	33,243,415.07	100.00%

Market Value by Security Type





Term Remaining	Market Value	% Total Value
0 to < 1 Year	33,243,415.07	100.00%
Portfolio Total	33,243,415.07	100.00%

Note: Term Remaining is calculated using a weighted average life date (WAL) where appropriate and available otherwise the interim (initial) maturity date is used.

Market Value by Term Remaining



0 to < 1 Year



7. Performance Statistics For Period Ending 30 September 2023

Trading Book	1 Month	3 Month	12 Month	Since Inception
Quilpie Shire Council				
Portfolio Return (1)	0.18%	0.64%	0.00%	0.64%
Performance Index (2)	0.34%	1.08%	0.00%	1.08%
Excess Performance (3)	-0.16%	-0.44%	0.00%	-0.44%

Notes

- 1 Portfolio performance is the rate of return of the portfolio over the specified period
- 2 The Performance Index is the Bloomberg AusBond Bank Bill Index (Bloomberg Page BAUBIL)
- 3 Excess performance is the rate of return of the portfolio in excess of the Performance Index

Trading Book	Weighted Average Running Yield
Quilpie Shire Council	4.86



9. Realised Gains (Losses) - Fixed Interest Dealing For 1 September 2023 to 30 September 2023

No realised gains or losses from fixed interest dealing to report for entered period.



9b. Realised Gains (Losses) - Share Dealing For 1 September 2023 to 30 September 2023

No realised gains or losses from share dealing to report for entered period.



10. Realised Gains (Losses) - Principal Repayments For 1 September 2023 to 30 September 2023

No realised gains or losses from principal repayments to report for entered period.

Total Realised Gains (Losses)				
	Fixed Interest Dealing	Principal Repayments	Total	Notes (1) The Acquisition Gross Price includes any accrued interest included in the purchase price.
			0.00	



11. Unrealised FI Capital Gains (Losses) As At 30 September 2023

No unrealised gains or losses (for FI securities) to report for entered period.



11b. Unrealised Unit/Share Capital Gains (Losses) As At 30 September 2023

No unrealised gains or losses (for unit trusts and shares) to report for entered period.



12. Associated Cash Statement for Settlement Period 1 September 2023 to 30 September 2023 inclusive

No associated cash transactions to report for entered period.



13. Tax Summary For 1 September 2023 to 30 September 2023

Interest Income	108,804.95
Realised Gains (Losses) - Fixed Interest Dealing	0.00
Realised Gains (Losses) - Principal Repayments	0.00
Total	108,804.95



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 BRISBANE OFFICE: LEVEL 15 CENTRAL PLAZA 1, 345 QUEEN STREET, BRISBANE QLD, 4000 T 61 7 3123 5370

Report Code: TEPACK020EXT-01.87
 Report Description: Investment Report Pack
 Parameters:
 Trading Entity: Quilpie Shire Council
 Trading Book: Quilpie Shire Council
 Settlement Date Base
 History Start Date: 1 Jan 2000
 Income Expense Status: Authorised
 FI Deal Status: Contract
 Exclude Cash
 Exclude Unallocated Cash
 Exclude Negative Unit Holdings

13.2 T01 23-24 REGISTER OF PRE-QUALIFIED SUPPLIERS OF TRADES & PROFESSIONAL SERVICES

IX: 243049

Author: Kasey-Lee Davie, Procurement Officer

Attachments: Nil

KEY OUTCOME

Key Outcome: 4. Strong Governance

Key Initiative: 4.3 Maintain good corporate governance

4.4 Long-term financial sustainability underpinned by sound financial planning and accountability

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with a recommendation to accept pre-qualified suppliers with the technical, financial and managerial capability necessary to provide Trades & Professional Services.

RECOMMENDATION

That Council:

1. Approve the selection of the suppliers listed in table 1 as 'pre-qualified suppliers' for the T01 23-24 Register of Pre-qualified Suppliers (ROPS) of Trades & Professional Services;
2. Approve the issuance of Notices of Successful Tender to the suppliers listed in table 1 in respect of T01 23-24 Register of Pre-qualified Suppliers (ROPS) of Trades & Professional Services; and
3. Delegate power to the Chief Executive Officer, pursuant to section 257 of the *Local Government Act 2009* to negotiate, finalise and execute any and all matters associated with or in relation to contracts with the suppliers listed in table 1 pursuant to T01 23-24 Register of Pre-qualified Suppliers (ROPS) of Trades & Professional Services including without limitation any options and/or variations as per Council's procurement policy.

Table 1 – Approved Suppliers of Trades & Professional Services

N	Legal Entity	Business/ Trading Name	ABN
1	Duane Johnson	A.I. Inspection Pty Ltd	50 636 950 877
2	Anita Clarke Tourism	Anita Clarke Tourism	30 611 966 488
3	Anna Gilbert Creative	Anna Gilbert Creative	64 756 841 050
4	AQNP ENC Pty Ltd	AQNP ENC Pty Ltd	58 653 646 185
5	Arize Pty Ltd	Arize Communications	16 613 800 838

6	Brandon & Associates Pty Ltd ATF The Brandon Unit Trust	Brandon and Associates Pty Ltd	98 903 123 870
7	Bunnings Group Limited	Bunnings, Bunnings Trade	26 008 672 179
8	Channel Country Refrigeration	Channel Country Refrigeration	15 509 357 231
9	CUT ABOVE TREE CARE (AUST) PTY LTD	CUT ABOVE TREE CARE (AUST) PTY LTD	28609292006
10	FLICK ANTICIMEX PTY LTD	FLICK ANTICIMEX PTY LTD	85 000 059 665
11	FET Pty Ltd	FTEC ELECTRICAL	32 162 089 009
12	The Trustee for GOS CONSTRUCTIONS UNIT TRUST	GOS CONSTRUCTIONS PTY LTD	59 791 018 313
13	CULLIVAN FAMILY TRUST & DONALD FAMILY TRUST & GS & A BOURNE FAMILY TRUST & THE RICHARDSON FAMILY TRUST & THE RICKS FAMILY TRUST & ROLFE FAMILY TRUST	GBA Consulting Engineers	60 084 451 526
14	Quilpie Towing	Gilby & Tonkin Mechanical	17 645 629 447
15	Scott S Young Pty Ltd	Great Western Electrical	43630040121
16	GREGORY VICTOR KENT	GREGORY VICTOR KENT	88348369054
17	Harry Lloyd Electrical Pty Ltd	Harry Lloyd Electrical Pty Ltd	61652726406
18	Hastings Deering (Australia) Limited	Hastings Deering (Australia) Limited	49 054 094 647
19	HLA Electrical Pty Ltd	HLA ELECTRICAL	61 660 451 301
20	Julia Nielson Graphic Design	Julia Nielson Graphic Design	84 505 124 739
21	JUST ANOTHER PTY LTD	Just Another Agency	78 158 965 505
22	MARSH, KASSANDRA LEEANNE	Make Better Documents	56 264 985 782
23	Mat's Equipment Maintenance Pty Ltd	MAT'S EQUIPMENT MAINTENANCE PTY LTD	58 655 680 916
24	MCNALL PLUMBING AND GASFITTING	MCNALL PLUMBING AND GASFITTING	71 589741 035
25	MFE Pty Ltd	MFE Pty Ltd	90 152 922 926
26	A S Morcom Pty Ltd ATF the Morcom Family Trust	Morcom Surveyors	80 073 356 031
27	Andersons Family Trust	NHC AUTO REFRIGERATION	40 475 102 800
28	Owen Cross	O.C. Heavy Vehicle Repairs	17 648 909 116
29	pH creative	pH creative	95 805 202 627
30	Re-Pump Australia Pty Ltd	Re-Pump Australia Pty Ltd	20 109 927 844
31	RENTOKIL INITIAL PTY LTD	Rentokil Pest Control (QLD) Pty Ltd	38 125 713 108
32	Romafire & First Aid	Romafire & First Aid	48 118 763 812

33	Australasia Scales Pty Ltd	Sensortronic Weighing and Inspection Australasia	24 112 483 315
34	Springall's Mechanical	Springall's Mechanical	77 490 304 220
35	STENNETT BUILDERS PTY LTD	STENNETT BUILDERS PTY LTD	86 079 313 796
36	SUBSURFACE PIPE SOLUTIONS PTY LTD	SUBSURFACE PIPE SOLUTIONS PTY LTD	71 665 889 485
37	TerraLoc Pty Ltd	TerraLoc Pty Ltd and also acquiring Inland Surveys	18 632 824 518
38	The trustee for The Fenton Grazing Trust	Quilpie Hardware	29 285 518 362
39	Digital Coaching International Pty Ltd	TOURISM TRIBE	45 153 766 771
40	Unicus Group PTY LTD	UNICUS	69 648 544 423
41	PMLV Invest & Const Pty Ltd	Project W	63166336858
42	WE ARE VA PTY LTD	WE ARE VA PTY LTD	32 620 775 895
43	WILD WEST CARPENTRY AND CONSTRUCTION PTY LTD	WILD WEST CARPENTRY AND CONSTRUCTION PTY LTD	28 664 506 978

BACKGROUND

Council invited tenders from suitably qualified tenderers for selection as a pre-qualified supplier of Trades & Professional Services. Council does not have a current register for pre-qualified suppliers of Trades & Professional Services.

SCOPE

Pre-qualified suppliers will each be required to execute a contract setting out the terms under which Council may engage the supplier for the provision of services pursuant to the ROPS. Pre-qualified suppliers must provide goods and services in a relevant work order at the times required by the contract and relevant work order and in accordance with the contract.

PROCUREMENT PROCESS

In accordance with S232 of the *Local Government Regulation 2012*, Council undertook a tender for the establishment of a Register of Pre-qualified Suppliers (ROPS) of Trades & Professional Services.

In compliance with S232(5) and S232(6) of the LGR 2012, the tender was released on the Vendor Panel Public Tenders platform, advertised on Council's website on the Tenders and Quotes page, and public notices were circulated throughout the Quilpie community and on Council's Facebook page.

Table 2 – Overview of procurement process

Description	Details
Advertising	VendorPanel Portal
Tender Open	Wednesday 06 September 2023
Briefing Meeting	2:00pm Monday 18 September 2023
Supplier Query Cut-Off	Friday 29 September 2023

Tender Close	2.00pm Wednesday 04 October 2023
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At the close of the tender at 2.00pm Wednesday 04 October 2023, Council received a total of 72 responses (suppliers viewed – 821) via VendorPanel.

In accordance with S232(8) of the LGR 2012, a pre-qualified supplier is a supplier who has been assessed by the local government as having the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements. Council did not apply a weighting criterion, rather have assessed each tender on their technical, financial and managerial capability to supply the Trades & Professional Services tendered for.

An assessment of the tender was undertaken by three (3) officers, the summary of the evaluation can be seen in the below table:

Table 4 – Tender Assessment

NO.	SUPPLIER	Conforming	Technical, Financial and Managerial Capability
1.	A.I. Inspection Pty Ltd	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2.	Acclaim Tree Care and Services	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3.	Anita Clark Tourism	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4.	Anna Gilbert Creative	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5.	Aprilla Grids Pty Ltd	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6.	AQNP ENC Pty Ltd	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7.	Arcadian Communications & Research	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
8.	Arcpro Welding Services	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9.	ARIZE PTY LTD	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10.	Brandon and Associates Pty Ltd	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
11.	Brock Andrew Short	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
12.	Bunnings Group Limited	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
13.	Ceramix Protection PTY LTD	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
14.	Channel Country Refrigeration	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
15.	Chatti	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
16.	Cleancab Filtration Systems	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
17.	CRANBROOK PRESS (TOOWOOMBA) PTY. LIMITED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

18.	CUT ABOVE TREE CARE (AUST) PTY LTD	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
19.	Drone Action Team	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
20.	ELITE MAINTENANCE SERVICES GROUP PTY LTD	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
21.	FLICK ANTICIMEX PTY LTD	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
22.	FTEC ELECTRICAL	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
23.	GOS CONSTRUCTIONS PTY LTD	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
24.	G.E.T. Australia Pty Ltd	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
25.	GBA Consulting Engineers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
26.	Gilby & Tonkin Mechanical	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
27.	Glen Thomas Plumbing and Gas	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
28.	GLENN T & ANNE M MACKIE	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
29.	Great Western Electrical	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
30.	GREGORY VICTOR KENT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
31.	Harry Lloyd Electrical Pty Ltd	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
32.	Hastings Deering (Australia) Limited	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
33.	HLA ELECTRICAL	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
34.	Iper	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
35.	Jennifer Kent	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
36.	Julia Nielson Graphic Design	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
37.	Just Another Agency	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
38.	Link Interactive	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
39.	Make Better Documents	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
40.	Masters Surveying	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
41.	MAT'S EQUIPMENT MAINTENANCE PTY LTD	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
42.	MAURIMOSAIC Mosaic Artistic Tiles	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
43.	MCNALL PLUMBING AND GASFITTING	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
44.	MFE Pty Ltd	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
45.	Morcom Surveyors	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
46.	Mugshot Creative	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
47.	MY ID CARD PTY LTD	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
48.	NHC AUTO REFRIGERATION	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
49.	O.C Heavy Vehicle Repairs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
50.	Orange Schmorange	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

51.	pH creative	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
52.	Powelly's Auto Electrical and Diesel Contracting	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
53.	QUICK ALLY	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
54.	Re-Pump Australia Pty Ltd	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
55.	RENTOKIL INITIAL PTY LTD	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
56.	Romafire & First Aid	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
57.	Sensortronic Weighing and Inspection Australasia	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
58.	SMK QLD Pty Ltd	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
59.	springall's mechanical	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
60.	STENNETT BUILDERS PTY LTD	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
61.	SUBSURFACE PIPE SOLUTIONS PTY LTD	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
62.	Takura Bark and Compost	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
63.	TerraLoc Pty Ltd	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
64.	The trustee for The Fenton Grazing Trust	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
65.	TOURISM TRIBE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
66.	UNICUS	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
67.	W Project / PMLV	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
68.	WE ARE VA PTY LTD	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
69.	WILD WEST CARPENTRY AND CONSTRUCTION PTY LTD	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
70.	WILLIAMS CONCRETE PRODUCTS	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
71.	Workforce International Group Inc	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
72.	Wurth Australia Pty Ltd	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No NOTE: Contract Withdrawn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

One (1) additional submission was made via email at 4:12pm, technical issues is the reason given by the supplier. An assessment of the late submission was undertaken by the evaluation panel, as seen below for Council to consider-

NO.	SUPPLIER	Conforming	Technical, Financial and Managerial Capability
1.	Kev Richardson Welding Pty Ltd	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No NOTE: Submission non-conforming due to late submission via email	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Assessed as having the Technical, Financial and Managerial Capability.

OPTIONSOption 1

That Council:

1. Approve the selection of the suppliers listed in Table 1 as 'pre-qualified suppliers' for the 'pre-qualified suppliers' for the T01 23-24 Register of Pre-qualified Suppliers (ROPS) of Trades & Professional Services;
2. Approve the issuance of Notices of Successful Tender to the suppliers listed in Table 1 in respect of 'pre-qualified suppliers' for the T01 23-24 Register of Pre-qualified Suppliers (ROPS) of Trades & Professional Services; and
3. Delegate power to the Chief Executive Officer, pursuant to section 257 of the *Local Government Act 2009* to negotiate, finalise and execute any and all matters associated with or in relation to contracts with the suppliers listed in table 1 pursuant to 'pre-qualified suppliers' for the T01 23-24 Register of Pre-qualified Suppliers (ROPS) of Trades & Professional Services including without limitation any options and/or variations as per Council's procurement policy.

Option 2

That Council:

1. Approve the selection of the suppliers listed in Table 1 and the submission from Kev Richardson Welding Pty Ltd as 'pre-qualified suppliers' for the T01 23-24 Register of Pre-qualified Suppliers (ROPS) of Trades & Professional Services;
2. Approve the issuance of Notices of Successful Tender to the suppliers listed in Table 1 and Kev Richardson Welding Pty Ltd in respect of 'pre-qualified suppliers' for the T01 23-24 Register of Pre-qualified Suppliers (ROPS) of Trades & Professional Services; and
3. Delegate power to the Chief Executive Officer, pursuant to section 257 of the *Local Government Act 2009* to negotiate, finalise and execute any and all matters associated with or in relation to contracts with the suppliers listed in Table 1 and Kev Richardson Welding Pty Ltd pursuant to 'pre-qualified suppliers' for the T01 23-24 Register of Pre-qualified Suppliers (ROPS) of Trades & Professional Services including without limitation any options and/or variations as per Council's procurement policy.

Option 3

1. That Council does not approve the selection of any suppliers listed in table 1 or Kev Richardson Welding Pty Ltd submission.

CONSULTATION (Internal/External)

Chief Executive Officer	Justin Hancock
Director Of Corporate & Community Services	Lisa Hamlyn
Manager Finance & Administration	Sharon Frank
Works Coordinator	Brian Weeks
Procurement Officer	Kasey Davie

LEGAL IMPLICATIONS

NIL

POLICY AND LEGISLATION

Procurement Policy

Local Government Regulation 2012

Local Government Act 2009

In accordance with S104(1) of the *Local Government Act 2009*, Council must also give consideration to the sound contracting principles as follows:

104 Financial management systems

- (1) *To ensure it is financially sustainable, a local government must establish a system of financial management that -*
 - a. *ensures regard is had to the sound contracting principles when entering into a contract for—*
 - i. *the supply of goods or services; or*
 - ii. *the disposal of assets; and*
 - b. *complies with subsections (5) to (7)*
- (2) *A local government is **financially sustainable** if the local government is able to maintain its financial capital and infrastructure capital over the long term.*
- (3) *The sound contracting principles are-*
 - a. *value for money; and*
 - b. *open and effective competition; and*
 - c. *the development of local business and industry; and*
 - d. *environmental protection; and*
 - e. *ethical behaviour and fair dealing.*

Local Government Regulation 2012

228 Tender process

- (1) *This section is about how a local government must invite written tenders for—*
 - a. *a large-sized contractual arrangement; or*
 - b. *a valuable non-current asset contract.*
- (2) *The local government must either—*
 - a. *invite written tenders under subsection (4); or*
 - b. *invite expressions of interest under subsection (5) before considering whether to invite written tenders under subsection (7)(b).*
- (3) *However, the local government may invite expressions of interest under subsection (5) only if the local government—*
 - a. *decides, by resolution, that it would be in the public interest to invite expressions of interest before inviting written tenders; and*
 - b. *records its reasons for making the resolution in the minutes of the meeting at which the resolution was made.*
- (4) *The invitation for tenders must—*
 - a. *be published on the local government's website for at least 21 days; and*
 - b. *allow written tenders to be given to the local government while the invitation is published on the website.*
- (5) *The invitation for expressions of interest must—*
 - a. *be published on the local government's website for at least 21 days; and*

- b. allow written expressions of interest to be given to the local government while the invitation is published on the website.*
- (6) Also, the local government must take all reasonable steps to publish the invitation for tenders or invitation for expressions of interest in another way to notify the public about the tender process. Examples for subsection (6)— publishing an invitation in an industry publication or on the QTENDERS website*
- (7) If the local government invites expressions of interest under subsection (5) or (6), the local government may—*
 - a. prepare a short list from the persons who respond to the invitation for expressions of interest; and*
 - b. invite written tenders from those persons.*
- (8) If—*
 - a. an invitation to tender under subsection (4) or (7)(b) states that the local government might later invite all tenderers to change their tenders to take account of a change in the tender specifications; and*
 - b. the local government does change the tender specifications;*
 - c. the local government may invite all the persons who submitted a tender to change their tender to take account of the change, before making a decision on the tenders.*
- (9) A local government may decide not to accept any tenders it receives.*
- (10) However, if the local government does decide to accept a tender, the local government must accept the tender most advantageous to it, having regard to the sound contracting principles.*

232 Exception for register of pre-qualified suppliers

- (1) This section applies to a medium-sized contractual arrangement or large-sized contractual arrangement for the supply of goods or services.*
- (2) A local government may enter into the contract without first inviting written quotes or tenders if the contract is entered into with a supplier from a register of pre-qualified suppliers that is made in compliance with subsections (3) to (7).*
- (3) A local government may establish a register of pre-qualified suppliers of particular goods or services only if—*
 - a. the preparation and evaluation of invitations every time the goods or services are needed would be costly; or*
 - b. the capability or financial capacity of the supplier of the goods or services is critical; or*
 - c. the supply of the goods or services involves significant security considerations; or*
 - d. a precondition of an offer to contract for the goods or services is compliance with particular standards or conditions set by the local government; or*
 - e. the ability of local business to supply the goods or services needs to be discovered or developed.*
- (4) A local government must invite suppliers to tender to be on a register of pre-qualified suppliers.*
- (5) The invitation must—*
 - a. be published on the local government's website for at least 21 days; and*
 - b. allow written tenders to be given to the local government while the invitation is published on the website.*
- (6) Also, the local government must take all reasonable steps to publish the invitation in another way to notify the public about establishing the register of pre-qualified suppliers. Examples for subsection (6)— publishing an invitation in an industry publication or on the QTENDERS website*

- (7) When selecting a supplier to be a pre-qualified supplier for the register, the local government must have regard to the sound contracting principles.*
- (8) A pre-qualified supplier is a supplier who has been assessed by the local government as having the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements.*

FINANCIAL AND RESOURCE IMPLICATIONS

Council is not obliged to enter into engagements with any of the pre-qualified suppliers that may be selected to the ROPs. Should Council engage a supplier pursuant to the ROPS such engagements will be in accordance with Councils approved budgets.

RISK MANAGEMENT IMPLICATIONS

While Council is not obligated to solely utilise the recommended pre-qualified suppliers of Trades & Professional Services Council can minimise risk by engaging a pre-qualified supplier. Council officers have undertaken an assessment of conforming tenderers, the recommendation provided included tenderers who have been assessed as having the technical, financial and managerial capability necessary to perform the contract on time and in accordance with agreed requirements. This assessment had included the review of insurances, registrations, safety management systems and qualifications of operators.

14 GOVERNANCE**14.1 AUDIT COMMITTEE REPORT****IX:** 241999**Author:** Janelle Menzies, Manager Governance and Compliance**Attachments:** 1. **Unconfirmed Minutes - Audit Committee Meeting - 11 September 2023** [↓](#)**KEY OUTCOME****Key Outcome:** 4. Strong Governance**Key Initiative:** 4.3 Maintain good corporate governance**EXECUTIVE SUMMARY**

This report will present the Audit Committee Draft Minutes of Meeting held on Monday 11 September 2023.

RECOMMENDATION

That Council receive and note the Draft Minutes of Meeting held on Monday 11 September 2023.

BACKGROUND

Section 211(1)(c) of the Local Government Regulation 2012 states “the audit committee of a Local Government must, as soon as practicable after a meeting of the committee, give the local government a written report about the matters reviewed at the meeting and the committee’s recommendation about the matters.

Section 211(4) of the Local Government Regulation 2012 states “the chief executive officer must present the report mentioned in subsection 1(c) at the next meeting of the local government.

The audit committee met on the 11 September 2023 and the minutes of the meeting are the written report about the matters discussed.

CONSULTATION (Internal/External)

Audit Committee

LEGAL IMPLICATIONS

N/A

POLICY AND LEGISLATION

Local Government Act 2009

Local Government Regulation 2012

FINANCIAL AND RESOURCE IMPLICATIONS

N/A

RISK MANAGEMENT IMPLICATIONS

N/A



Audit Committee

MINUTES

Monday 11 September 2023

Quilpie Shire Council Boardroom
50 Brolga Street, Quilpie



AUDIT COMMITTEE MEETING MINUTES11 SEPTEMBER 2023

**MINUTES OF QUILPIE SHIRE COUNCIL
AUDIT COMMITTEE MEETING
HELD AT THE QUILPIE SHIRE COUNCIL BOARDROOM, 50 BROLGA STREET, QUILPIE
ON MONDAY, 11 SEPTEMBER 2023 AT 08:30AM**

1 OPENING OF MEETING

The Mayor declared the meeting open at 8:32am

2 ATTENDANCE

Committee: Cr Roger Volz, Ms Kerry Mooring, Ms Jennifer Hewson

In Attendance: Justin Hancock CEO, Sharon Frank Manager Finance & Administration, Lisa Hamlyn Director Corporate & Community Services, Peter See Director Engineering Services and Wanda Loveday (Secretariat)

Via Teams: Megan Manuel QAO, Michael Claydon QAO, Steven Stavrou RSM, James Foley RSM, Wayne Gorrie OCM (Internal Auditors) and Janelle Menzies Manager Governance & Compliance

3 APOLOGIES

Mr Robert Hall and Mayor Stuart Mackenzie

4 PREVIOUS MINUTES**4.1 AUDIT COMMITTEE MEETING OF QUILPIE SHIRE COUNCIL HELD ON THURSDAY
25 MAY 2023**

RESOLUTION NO: (AC010-09-23)

Moved: Ms Kerry Mooring

Seconded: Cr Roger Volz

That the Minutes of the Audit Committee Meeting held on 25 May 2023 be received and the recommendations therein be adopted.

3/0

5 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

AUDIT COMMITTEE MEETING MINUTES**11 SEPTEMBER 2023**

6 GENERAL BUSINESS**6.1 FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2023****EXECUTIVE SUMMARY**

The financial statements for the year ended 30 June 2023 have been finalised and are ready for review by the Audit Committee.

RESOLUTION NO: (AC011-09-23)

Moved: Ms Kerry Mooring
Seconded: Ms Jennifer Hewson

That in accordance with section 211(1)(b)(iii) of the *Local Government Regulation 2012*, the Audit Committee note their review of the Financial Statements for the year ended 30 June 2023.

3/0

6.2 QUEENSLAND AUDIT OFFICE - CLOSING REPORT 2022/23**EXECUTIVE SUMMARY**

To provide the Audit Committee with the 2022/23 Closing Report from the Queensland Audit Office.

RESOLUTION NO: (AC012-09-23)

Moved: Ms Kerry Mooring
Seconded: Ms Jennifer Hewson

That the audit committee receive and note the QAO Closing Report on the Financial Statements for Quilpie Shire Council for the financial year ended 30 June 2023.

3/0

6.3 QUEENSLAND AUDIT OFFICE - BRIEFING PAPER SEPTEMBER 2023**EXECUTIVE SUMMARY**

On behalf of the Queensland Audit Office and RSM Australia Partners, the Briefing Paper for September 2023 is presented to the Audit Committee

RESOLUTION NO: (AC013-09-23)

Moved: Ms Jennifer Hewson
Seconded: Ms Kerry Mooring

That the Audit Committee receive and note the Queensland Audit Office Briefing Paper for September 2023.

3/0

AUDIT COMMITTEE MEETING MINUTES**11 SEPTEMBER 2023****6.4 INTERNAL AUDIT PLAN 2023/24****EXECUTIVE SUMMARY**

To provide the audit committee with an Internal Audit update

RESOLUTION NO: (AC014-09-23)

Moved: Ms Kerry Mooring

Seconded: Ms Jennifer Hewson

That the Audit Committee receive and note the Internal Audit update.

3/0

6.5 RISK MANAGEMENT FRAMEWORK, POLICY AND ENTERPRISE RISK REGISTER**EXECUTIVE SUMMARY**

To advise the audit committee of the Risk Management Framework, Risk Management Policy and Enterprise Risk Register adopted by Council in June 2023.

RESOLUTION NO: (AC015-09-23)

Moved: Ms Jennifer Hewson

Seconded: Ms Kerry Mooring

That the audit committee note the Risk Management Framework, Risk Management Framework Policy and the Enterprise Risk Register adopted by Council in June 2023.

3/0

Committee Members were invited to raise any matters they wished to discuss.

No matters were raised.

7 NEXT MEETING

The next Audit Committee Meeting of Quilpie Shire Council will take place in February 2024.

8 MEETING CLOSED

There being no further business the Chair declared the meeting closed at 9:58am.

14.2 QUILPETA PROJECTOR REPLACEMENT

IX: 242552

Author: Karen Grimm, Manager Tourism & Economic Development

Attachments: Nil

KEY OUTCOME

Key Outcome: 2. Flourishing Economy

Key Initiative: 2.7 Provide a sought-after visitor experience and build experiential tourism

EXECUTIVE SUMMARY

This report is presented to purchase a projector for the Quilpeta Night Show experience.

RECOMMENDATION

That Council:

- a) Due to the limited suppliers available to purchase LAZR4G outdoor protection system, Council endorse the purchase of a LAZR4G outdoor projector from LM3X; and
- b) Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

BACKGROUND

The Quilpeta night show experience was a concept identified in 2019 as an opportunity to encourage visitors to extend their stay in Quilpie. The original project was funded in its entirety by the Drought Communities Programme (\$160,000) including screen, projector, film, fencing, and turf.

In June 2023 the projector used to show Quilpeta began to have issues, which resulted in the equipment not being able to be used from July 2023. The show has continued to run successfully twice a week (Tuesdays and Thursdays) with some additional nights added around events with temporary equipment.

Moving forward this equipment requires replacement to maximise the experience and bring the show back to the standard desired for staff to operate and visitors to enjoy.

The following options were identified by staff, including assistance from IT officer.

Option 1 – Send the device back to the Czech Republic for a service and when (if) fixed sent back. This option may take several months to complete. The estimate for this option is EUR \$3000, approximately \$4,945 (at time of the report).

Option 2 – Purchase a LAZR basic projector for EUR 8000, approximately \$13,181 (at the time of this report. The LAZR comes with 2yr warranty. For more information about specifications please visit <https://lm3x.com/>

Option 3 – Given the age of the device and the problem that has appeared the company will offer Council a brand new LAZR4G outdoor projection system (a newer version of the existing model).

This version has laser technology instead of lamp. The LAZR4G comes with 3y/1000 hours warranty the company will offer the LAZR4G for half its price EUR \$12,000, approximately \$19,772 (at the time of this report) to compensate for issues experienced. For more information about specifications please visit: <https://lm3x.com/lazr4g-video-mapping-projector/>

The difference between LAZR and LAZR 4G is the connectivity and integration of the Lumiverse media player, remote access, and standalone operation. For more information about the specifications please visit: <https://lm3x.com/lazr4g-video-mapping-projector/>

No projectors of this quality and capability that can be positioned outdoors are available in Australia. An insulated cover would need to be installed to use anything available by an Australian-based company.

Staff recommends the purchase of the LAZR4G outdoor projection system. This will provide more flexibility to use outside of just the Quilpeta night show experience i.e. movie nights etc.

The below income and expenditure relates to operating of the Quilpeta night show.

Financial Year	Expenditure	Income (at 19 October 2023)
2022/23	\$24,517.09	\$10,872.70
2023/24	\$15,179.40	\$11,764.00
Total	\$40,236.49	\$22,636.70

Senior Tourism Officer will be conducting a review over the summer period to review costings to reduce the gap between income and expenditure.

OPTIONS

That Council:

- a) Due to the limited suppliers available to purchase LAZR4G outdoor protection system, Council endorse the purchase of a LAZR4G outdoor projector from LM3X; and
- b) Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

That Council:

- a) Do not purchase LAZR4G outdoor protection system from LM3X.

CONSULTATION (Internal/External)

Internal

- Senior Tourism Officer
- IT Officer

LEGAL IMPLICATIONS

Nil

POLICY AND LEGISLATION

Procurement Policy 2023

FINANCIAL AND RESOURCE IMPLICATIONS

A capital adjustment of \$20,000 will be required to account for the purchase of a new LAZR4G outdoor projector from LM3X.

RISK MANAGEMENT IMPLICATIONS

Low risk

14.3 OPERATIONAL PLAN 2023-24 FIRST QUARTER UPDATE**IX:** 242600**Author:** Janelle Menzies, Manager Governance and Compliance**Attachments:** 1. Operational Plan 2023/24 First Quarter Update [↓](#)**KEY OUTCOME**

Key Outcome: 4. Strong Governance

Key Initiative: 4.3 Maintain good corporate governance

EXECUTIVE SUMMARY

This report will present the first quarter update of the 2023/24 Operational Plan to Council.

RECOMMENDATION

That Council notes the first quarter update for the 2023/24 Operational Plan.

BACKGROUND

Council's Operational Plan is the detailed business and organisational planning document and forms the basis of Council's annual budget. The plan translates our community's needs, expectations, and aspirations into actions.

The Operational Plan is monitored on an on-going basis to ensure Council is achieving the outcomes for the financial year.

Section 174 of the Local Government Regulation 2012 requires the Chief Executive Officer to present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of no more than three months.

The first quarter assessment of the 2023/24 Operational Plan is provided as **Attachment 1**.

CONSULTATION (Internal/External)

The assessment was completed in consultation with the Senior Leadership Team.

LEGAL IMPLICATIONS

As per Section 127 of the Local Government Regulation (noted in the background section of the report).

POLICY AND LEGISLATION

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

FINANCIAL AND RESOURCE IMPLICATIONS

As detailed in the Council's budget for the financial year FY23. The budgets for items listed in the Operational Plan can only be amended through the formal budget process.

RISK MANAGEMENT IMPLICATIONS

The update does not identify any matters of significant risk or operational concern requiring immediate or urgent remedy.



QUILPIE SHIRE COUNCIL - OPERATIONAL REPORT 2023/24

23/10/2023

● Draft ● Not started ● Behind ● On Track ● Overdue ● Complete → Direct Alignment ----> Indirect Alignment

QUILPIE OPERATIONAL 2023/24 PLAN

GREAT PLACE TO LIVE

Goal	Budge...	Comment	Owner	Current Completion
1 Well-planned and highly liveable communities	<i>No value</i>		Quilpe Shire Council Placeholder Role	On Track
→ 1.1.10 Finalise installation of NBN project to Quilpie	\$ 172,000	Physical construction has commenced 12/10/2023	Justin Hancock Chief Executive Officer	On Track
→ 1.1.11. Develop an airport hangar Masterplan and establish leases at Quilpie Aerodrome	\$ 10,000	The expression of interest documents has been drafted and are ready for CEO submission and approval/comment. 04/09/2023	Janelle Menzies Manager of Governance and Compliance	On Track
→ 1.1.2. Develop a Quilpie Hall Masterplan in consultation with the community	\$ 10,000		Lisa Hamlyn Director of Corporate & Community Services	Not started
→ 1.1.3a Progress the Quilpie Masterplan: Finalise a Cemetery Sub-plan design in consultation with the community and construct improvements	<i>No value</i>		Peter See Director of Engineering Services	Not started
→ 1.1.3b Progress the Quilpie Masterplan: Develop a John Waugh Park Sub-plan design	<i>No value</i>	Further consultation is required. 12/10/2023	Justin Hancock Chief Executive Officer	On Track
→ 1.1.3c Progress the Quilpie Masterplan: Undertake a Quilpie Main Street Disability Access audit	\$ 15,000	Waiting for further Engineering advice. 11/10/2023	Mike Castles Manager Workplace Health & Safety	On Track
→ 1.1.4a Progress the Accommodation Strategy: Finalise - the New Housing Projects in Quilpie and Eromanga	\$ 425,060	Almost Complete - 2 x 5 Bedroom houses still to be finalised. 12/10/2023	Justin Hancock Chief Executive Officer	On Track
→ 1.1.4b Progress the Accommodation Strategy: Deliver - Quilpie Town House Estate construction	\$ 7,813,000	Tenders have closed and will be considered at the October Council Meeting. 12/10/2023	Justin Hancock Chief Executive Officer	On Track
→ 1.1.4c Progress the Accommodation Strategy: Research Short-Term Accommodation Options	<i>No value</i>	Block have been identified and land needs to be secured . 12/10/2023	Justin Hancock Chief Executive Officer	On Track
→ 1.1.5. Deliver the Employee Wellbeing Programme (including EAP services)	\$ 25,000	Dr Lisa had her onsite visit in September and will attend the staff wellbeing week next year. EAP Services are still be well utilised. 09/10/2023	Maree Radnedge Manager of Human Resources	On Track

Goal	Budget	Comment	Owner	Current Completion
→ 1.1.6. Assist and promote access to the National Disability Insurance Scheme (NDIS) through facilitation and coordination of information and services to eligible community members and organisations.	\$ 103,000	Services are on track 12/10/2023	Lisa Hamlyn Director of Corporate & Community Services	On Track
→ 1.1.7. Implement, maintain and promote access to programs and activities that increase physical activity and healthy living for all community members.	\$ 180,875	Services are on track. 12/10/2023	Lisa Hamlyn Director of Corporate & Community Services	On Track
→ 1.1.8. Lobby for a review of the State Government's Queensland Housing Finance Loan scheme to be applicable in South-West Queensland	No value	Letter has been sent to Minister Scanlon who has responded advising the scheme is under review. 12/10/2023	Justin Hancock Chief Executive Officer	On Track
→ 1.1.9. Seek funding for the Quilpie Public Wi-Fi / CCTV Project	No value	No funding has been identified. 12/10/2023	Justin Hancock Chief Executive Officer	Not started
2 Spaces to bring people together for recreation, socialisation and enjoyment of the landscapes	No value		Quilpie Shire Council Placeholder Role	On Track
→ 1.2.1. Develop costings for the Brolga Street Masterplan in accordance with the Council's priorities.	No value	Starting working on median strips from the East - 1st one complete 29/09/2023	Peter See Director of Engineering Services	On Track
→ 1.2.10. Undertake community engagement on the Quilpie Town Hall – future use and upgrades	No value	To be done with Master Plan 12/10/2023	Lisa Hamlyn Director of Corporate & Community Services	Not started
→ 1.2.11. Undertake community engagement on the review of the Quilpie Master Plan: Bulloo Park Sub-plan	No value	Community works will take place in October with Department of Sport & Rec and Bulloo Park User Group. 12/10/2023	Lisa Hamlyn Director of Corporate & Community Services	On Track
→ 1.2.12. Continue to build relationships with the Queensland Government on developing a Hell Hole Gorge Walking Trail	No value	Council has met with the department a couple of times. The walking track has been installed. 12/10/2023	Karen Grimm Manager Tourism & Economic Development	On Track
→ 1.2.13. Finalise the Quilpie Master Plan: Bulloo River - Quilpie Foreshore Sub-plan	\$ 10,000		Karen Grimm Manager Tourism & Economic Development	Not started
→ 1.2.14. Perform a number of fireworks displays throughout the year	\$ 20,000	50% complete - 3 performance 29/09/2023	Peter See Director of Engineering Services	On Track
→ 1.2.15. Removal of the slide from splash pool and repair/resurface	\$ 30,000	Not yet Started 29/09/2023	Peter See Director of Engineering Services	Not started
→ 1.2.16. Provide Christmas lights to residents of the Shire	\$ 10,000		Lisa Hamlyn Director of Corporate & Community Services	Not started
→ 1.2.17. Undertake upgrades to the Adavale Town Hall grounds identified in the Masterplan, once developed	\$ 50,000	To begin in January 2024 29/09/2023	Peter See Director of Engineering Services	Not started
→ 1.2.18. Upgrade Entrance of Bulloo Park	\$ 30,000	Not yet complete 29/09/2023	Peter See Director of Engineering Services	Not started

Goal	Budget	Comment	Owner	Current Completion
→ 1.2.19 Upgrade Bicentennial Park – Electrical Works	\$ 20,000	Contractor has been engaged. 29/09/2023	Peter See Director of Engineering Services	Not started
→ 1.2.2. Deliver the small business innovation project	R3 \$ 50,000 and R4 \$ 50,000	Funding round is in progress and due to wrap up on 1 December 2023 and currently preparing interim report for workshop in December 2023. 12/10/2023	Karen Grimm Manager Tourism & Economic Development	On Track
→ 1.2.20. Seek funding for Bob Young memorial Park (RSL) Upgrade	No value	Waiting for Funding opportunity 12/10/2023	Lisa Hamlyn Director of Corporate & Community Services	Not started
→ 1.2.3. Deliver Stage 1 (covered playground) – Eromanga Opalopolis Park Upgrade	\$ 275,000	Completed - Shed to be installed 29/09/2023	Peter See Director of Engineering Services	Complete
→ 1.2.4. Run a minimum 2 x Bulloo Park Users Group Meetings per annum	No value	One held in 1st quarter. 12/10/2023	Lisa Hamlyn Director of Corporate & Community Services	On Track
→ 1.2.5. Develop the Eromanga Rodeo Grounds Masterplan	\$ 10,000		Lisa Hamlyn Director of Corporate & Community Services	Not started
→ 1.2.6. Undertake repairs at the Adavale Museum	\$ 20,000	Yet to engage contractor 29/09/2023	Peter See Director of Engineering Services	Not started
→ 1.2.7. Develop an event plan to host an Opera Event at Baldy Top	\$ 50,000	Mirusia Under the Stars was delivered in August 2023. Event Wrap will be presented at November workshop. 12/10/2023	Karen Grimm Manager Tourism & Economic Development	On Track
→ 1.2.8. Explore opportunities for additional events at Baldy Top	No value	We are in discussions with Queensland Music Festival and Opera Queensland regarding 2024 events. A report will be presented at the October 2023 Council Meeting. 12/10/2023	Karen Grimm Manager Tourism & Economic Development	On Track
→ 1.2.9. Develop a Walking Track from Brolga Street to Baldy Top	\$ 300,000	Designs are in Final Stages and should go to Council in November 2023. 12/10/2023	Karen Grimm Manager Tourism & Economic Development	On Track
3 Lifelong learning spaces	No value		Quilpe Shire Council Placeholder Role	On Track
→ 1.3.1. Engage with Queensland State Library and Community - Library services/programmes (survey and user group meetings)	No value	All program are on track 12/10/2023	Lisa Hamlyn Director of Corporate & Community Services	On Track
→ 1.3.2. Undertake community engagement and future needs analysis for a new childcare centre	No value	Discussion with Daycare committee is ongoing and seeking funding opportunities. 12/10/2023	Lisa Hamlyn Director of Corporate & Community Services	On Track
→ 1.3.3. Upgrade the Library including reception desk, furniture, and shelving	\$ 15,000	Reception Desk and Furniture are complete and currently seeking shelving quotes. 12/10/2023	Lisa Hamlyn Director of Corporate & Community Services	On Track
4 Capacity building for leaders and volunteers	No value		Quilpe Shire Council Placeholder Role	Not started

Goal	Budget...	Comment	Owner	Current Completion
→ 1.4.1. Facilitate volunteer training and succession planning workshops (including grants)	No value		Justin Hancock Chief Executive Officer	Not started
5 Supported and engaged youth	No value		Quilpe Shire Council Placeholder Role	Not started
→ 1.5.1. Work with schools to establish a Youth Council programme	No value		Justin Hancock Chief Executive Officer	Not started
6 Celebration of the arts, culture and local and natural story	No value		Quilpe Shire Council Placeholder Role	On Track
→ 1.6.1. Undertake 1 x engagement per annum with the local arts groups	No value	We have had one RADF meeting. 12/10/2023	Lisa Hamlyn Director of Corporate & Community Services	Complete
→ 1.6.2. Collaborate to run 5 x art exhibitions per annum	No value	Naidoc and Quilpie Show Peoples Choice Photos Exhibition have been completed and Combined Schools Exhibition is currently on display. Christmas in the Gallery will open in November 2023. 12/10/2023	Karen Grimm Manager Tourism & Economic Development	On Track
→ 1.6.3. Investigate the development of "Natural History Week" in collaboration with the Natural Sciences Loop	No value	Meet to be held in October 2023 to re-engage with the Group. 12/10/2023	Karen Grimm Manager Tourism & Economic Development	On Track
7 Recognition and celebration of indigenous culture	No value		Quilpe Shire Council Placeholder Role	On Track
→ 1.7.1. Partner with the community to deliver NAIDOC Week celebrations	\$ 18,000	Successful NAIDOC week has been completed. 12/10/2023	Lisa Hamlyn Director of Corporate & Community Services	Complete
→ 1.7.2. Meet with Traditional Owner Groups once per year	No value		Justin Hancock Chief Executive Officer	Not started

. FLOURISHING ECONOMY

Goal	Budget...	Comment	Owner	Current Completion
1 Reach the Q1000 population target	No value		Quilpe Shire Council Placeholder Role	Not started
→ 2.1.1. Website refresh: jobs listing, 'Invest in Quilpie', 'Live in Quilpie'	\$ 15,000	Website quotes have been received but not ready to proceed. 20/10/2023	Chris Goodward Media Officer	Not started
2 Build digital capacity for townships and end-users	No value		Quilpe Shire Council Placeholder Role	On Track
→ 2.2.1. Develop and deliver a business digital strategy	\$ 10,000		Karen Grimm Manager Tourism & Economic Development	Not started
→ 2.2.21 Construct Eromanga Pool	\$ 1,200,000	Tenders close on 9 October 2023 29/09/2023	Peter See Director of Engineering Services	On Track
3 Maintain safe and efficient transport networks	No value		Quilpe Shire Council Placeholder Role	On Track
→ 2.3.1. Deliver reconstruction of the Quilpie Airport Main Runway and taxiway.	\$ 1,532,708	Design 90% Complete. Tenders will be invited in November 2023 29/09/2023	Peter See Director of Engineering Services	On Track

Goal	Budget	Comment	Owner	Current Completion
→ 2.3.10. Secure RAUP grant funding for Toompine Aerodrome Fencing upgrade	No value	Funding has not been released yet. 12/10/2023	Justin Hancock Chief Executive Officer	Not started
→ 2.3.11. Construct Quilpie footpaths missing link	\$ 50,000		Peter See Director of Engineering Services	Not started
→ 2.3.12. Road Sealing to Adavale waste facility	\$ 250,000		Peter See Director of Engineering Services	Not started
→ 2.3.2. Release an EOI for the Murana Road Site Development Project	No value		Janelle Menzies Manager of Governance and Compliance	Not started
→ 2.3.3. Seek RAUP funding for the Toompine Aerodrome Upgrades (fencing)	No value	Awaiting funding opening 09/10/2023	Peter See Director of Engineering Services	Not started
→ 2.3.4. Commission a project plan incorporating an economic importance study of Adavale-Blackall Road (to guide lobbying and funding)	No value	Preparing a report to TMR. 29/09/2023	Peter See Director of Engineering Services	On Track
→ 2.3.5. Deliver Roads to Recovery & Local Roads and Community Infrastructure Program 4 Funding for Reseal program	\$ 517,720	Tenders have closed for the Reseal Program 29/09/2023	Peter See Director of Engineering Services	On Track
→ 2.3.6. Deliver Flood Restoration (DRFA) Funding	\$15,000,000	Works are on-going 29/09/2023	Peter See Director of Engineering Services	On Track
→ 2.3.7. Deliver maintenance works on the shire road network	\$ 770,000	Ongoing works 29/09/2023	Peter See Director of Engineering Services	On Track
→ 2.3.8. Relocate fuel tank at Quilpie Aerodrome	\$ 175,000		Peter See Director of Engineering Services	Not started
→ 2.3.9. Deliver Capital Road Works directly funded by Council	\$ 407,400	Work in progress - Truck Stop and Murial Park Carpark 29/09/2023	Peter See Director of Engineering Services	On Track
4 Enhance and support our agricultural industry, resource sector and all businesses	No value		Quilpe Shire Council Placeholder Role	On Track
→ 2.4.1. Run 4 x Small Business Development Meetings	No value	1st Meeting was held in September 2023 and the next meeting to be held in November 2023. 12/10/2023	Karen Grimm Manager Tourism & Economic Development	On Track
→ 2.4.2. Develop a Business Needs Strategy	\$ 10,000	Will be completed in December 2023. 12/10/2023	Karen Grimm Manager Tourism & Economic Development	On Track
→ 2.4.3. Meet with Resource Industry once per year	No value		Justin Hancock Chief Executive Officer	Not started
→ 2.4.4. Collaborate with Regional Development Australia (RDA) to deliver on-line employment program for the region	\$ 10,000		Karen Grimm Manager Tourism & Economic Development	Not started
→ 2.4.5. Develop a Jobs & Skill Strategy	\$ 10,000		Karen Grimm Manager Tourism & Economic Development	Not started
→ 2.4.6. Establish a regional Car Hire Business	No value	An EOI was sent out to gauge the interest from prospective operators. We are about to go out to selective tender for the one EOI received. 12/10/2023	Justin Hancock Chief Executive Officer	On Track

Goal	Budget...	Comment	Owner	Current Completion
→ 2.4.7. Improvement of Medical Services including attracting practitioners to the Shire	No value	The Quilpie Shire Medical Action Plan is progressing. A Permanent roster of GP's is currently successful. 12/10/2023	Lisa Hamlyn Director of Corporate & Community Services	On Track
→ 2.4.8. Seek Funding for the extension to the Eromanga Natural History Museum	No value	A funding application has been funding with the Growing Regions Program 12/10/2023	Justin Hancock Chief Executive Officer	On Track
5 Facilitate and support innovation, ideas-building and new industry	No value		Quilpie Shire Council Placeholder Role	On Track
→ 2.5.1. Commence the development of the 2024 Economic Development Strategy	\$ 35,000		Karen Grimm Manager Tourism & Economic Development	Not started
6 Capture opportunities for the 2032 Olympics	No value		Quilpie Shire Council Placeholder Role	On Track
→ 2.6.1. Collaborate with partners/stakeholders to build 2032 Olympic Games opportunities	No value	Working with SWQROC 12/10/2023	Karen Grimm Manager Tourism & Economic Development	Not started
7 Provide a sought-after visitor experience and build experiential tourism	No value		Quilpie Shire Council Placeholder Role	On Track
→ 2.7.1. Commission new photos for tourism and promotion (update and refresh the photos database)	No value		Karen Grimm Manager Tourism & Economic Development	Not started
→ 2.7.2. Capture/locate visitor data at remote locations (such as Hell Hole Gorge, Baldy Top)	No value	Quotes have been obtained. 12/10/2023	Karen Grimm Manager Tourism & Economic Development	On Track
→ 2.7.3. Investigate tourism opportunities for the opal industry	No value	Investigation potential new opal fossicking areas as per letter from Department of Resources. 12/10/2023	Karen Grimm Manager Tourism & Economic Development	On Track
→ 2.7.4. Undertake a Tourism Signage Audit	No value	Audit has commenced. 12/10/2023	Karen Grimm Manager Tourism & Economic Development	On Track
→ 2.7.5. Build experiences to tie into the visitor influx for the Rugby World Cup 2027	No value		Karen Grimm Manager Tourism & Economic Development	Not started
8 Build partnerships and grow opportunity with additional owners	No value		Quilpie Shire Council Placeholder Role	On Track
→ 2.8.1. Work with traditional owners' groups on Welcome to Country signage	No value		Justin Hancock Chief Executive Officer	Not started

ENVIRONMENTAL SUSTAINABILITY

Goal	Budget...	Comment	Owner	Current Completion
1 Protect and enhance waterways and landscape diversity	No value		Quilpie Shire Council Placeholder Role	On Track
→ 3.1.1. Provide an exclusion fence subsidy scheme funded by Council and award by 30 September	\$ 250,000	Application were approved as special meeting held on 10 October 2023. 12/10/2023	Lisa Hamlyn Director of Corporate & Community Services	On Track

Goal	Budget	Comment	Owner	Current Completion
→ 3.1.2. Develop partnerships to support pest and weed management	No value	We are working with Biosecurity and Stock Routes regarding fencing and noxious weeds. 12/10/2023	Lisa Hamlyn Director of Corporate & Community Services	On Track
→ 3.1.3. Review and update Council's Biosecurity Plan with regard to weed and pest animal management	No value		Lisa Hamlyn Director of Corporate & Community Services	Not started
→ 3.1.4. Undertake a systematic inspection programme to monitor compliance with the Animal Management (Cats & Dogs) Act 2008 within designated township areas	\$ 10,000	A council resolution has been completed for an inspection program for Cats and Dogs. Implementation is planned for Dec/Jan. 04/09/2023	Janelle Menzies Manager of Governance and Compliance	On Track
→ 3.1.5. Undertake coordinated wild dog baiting programs across the shire (and hotspot baiting)	\$ 252,000	Program No 1 is currently being delivered. 12/10/2023	Lisa Hamlyn Director of Corporate & Community Services	On Track
→ 3.1.6. Seek external opportunities for exclusion fencing and weed pest management funding	No value	We are currently negotiating a funding agreement with QFPI for feral scan app. 12/10/2023	Lisa Hamlyn Director of Corporate & Community Services	On Track
→ 3.1.7. Deliver a community education programme to promote and encourage responsible pet ownership in partnership with schools	No value		Lisa Hamlyn Director of Corporate & Community Services	Not started
2 Research and implement renewable energy options	No value		Quilpe Shire Council Placeholder Role	On Track
→ 3.2.1. Undertake a Shire-wide electricity audit to understand the extent of issues and develop solutions/strategies for the future	\$ 15,000	Project to be undertaken with SWROC in December, 2023. 09/10/2023	Janelle Menzies Manager of Governance and Compliance	Not started
3 Set short term and long-term carbon goals	No value		Quilpe Shire Council Placeholder Role	On Track
→ 3.3.1. Undertake assessment of Council emissions and build strategies around the results	\$ 15,000	To be undertaken with SWROC in December 2023. 09/10/2023	Janelle Menzies Manager of Governance and Compliance	Not started
4 Reduce the impact of waste on the environment	No value		Quilpe Shire Council Placeholder Role	On Track
→ 3.4.1 Construct Toompine Transfer Station (to replace Landfill)	\$ 20,000	Earthwork complete 29/09/2023	Peter See Director of Engineering Services	On Track
→ 3.4.2 Complete Eromanga Transfer Station (to replace Landfill)	\$ 33,900	Block for Retaining Wall purchased 29/09/2023	Peter See Director of Engineering Services	On Track
→ 3.4.3. Complete transfer stations at Adavale (to replace Landfill)	\$ 11,000	Blocks purchased for retaining wall 29/09/2023	Peter See Director of Engineering Services	On Track
→ 3.4.4. Undertake CCTV inspections of the Waste Water System as part of the SWQWSA Project	\$ 30,000	Tender has been awarded 29/09/2023	Peter See Director of Engineering Services	On Track
5 Improve water services	No value		Quilpe Shire Council Placeholder Role	On Track
→ 3.5.1. Construct Toompine bore and connect water customers	\$ 718,252	Earthworks have been completed and contractor is moving to site end of September 2023 29/09/2023	Peter See Director of Engineering Services	On Track

Goal	Budge...	Comment	Owner	Current Completion
1 Excellence in customer service	<i>No value</i>		Quilpe Shire Council Placeholder Role	On Track
→ 4.1.1. Develop and implement formalised SOPs for administrative and customer service activities to improve service and compliance levels	<i>No value</i>		Sharon Frank Manager Finance & Administration	Not started
→ 4.1.2. Review the Customer Service Policy	<i>No value</i>		Sharon Frank Manager Finance & Administration	Not started
→ 4.1.3. Review the levels of service for Customer Service activities	<i>No value</i>		Sharon Frank Manager Finance & Administration	Not started
→ 4.1.4. Improve accessibility to the Quilpe Cemetery Records through an online access facility on Council's website	\$ 5,000	Ricky has been investing solutions. 12/10/2023	Lisa Hamlyn Director of Corporate & Community Services	On Track
→ 4.1.5 Purchase equipment for improved media and communications	\$ 5,000	Camera and equipment, High spec Computer and software purchased. 20/10/2023	Chris Goodward Media Officer	On Track
2 Be responsive to change and digitisation	<i>No value</i>		Quilpe Shire Council Placeholder Role	On Track
→ 4.2.1. Continually explore digitisation opportunities of Council's systems and processes	<i>No value</i>	Cascade and LG Hub have been implemented 09/10/2023	Janelle Menzies Manager of Governance and Compliance	On Track
→ 4.2.2. Promote 'Snap, Send, Solve' app	<i>No value</i>	Quote received but now ready to proceed. 20/10/2023	Chris Goodward Media Officer	On Track
→ 4.2.3. Create electronic online forms for Council's services	<i>No value</i>	To be completed with a new website 20/10/2023	Chris Goodward Media Officer	Not started
→ 4.2.4. Research and build business cases for new technology to streamline processes	<i>No value</i>	Fees & Charges Modul is complete. 20/10/2023	Sharon Frank Manager Finance & Administration	On Track
→ 4.2.5. Review Council's main website structure and contents	\$ 30,000	To be competed with new website. Website is compliant with Local Government Act and Regulations. 20/10/2023	Chris Goodward Media Officer	Not started
3 Maintain good corporate governance	<i>No value</i>		Quilpe Shire Council Placeholder Role	On Track
→ 4.3.1. Review policy management processes and systems	<i>No value</i>	Policies continue to be updated. 09/10/2023	Janelle Menzies Manager of Governance and Compliance	On Track
→ 4.3.10. Compliance with funding bodies reporting milestones and acquittal due dates	<i>No value</i>	Works 4 Qld 21-24 for Staff Housing; LGGSP for Town Houses; Roads 2 Recovery; LIRCP 2 & 3 have all been completed and submitted. 20/10/2023	Sharon Frank Manager Finance & Administration	On Track
→ 4.3.11. Prepare unmodified audit of Council's Annual Financial Statements within statutory deadlines	<i>No value</i>	Audit is complete and signed off by QAO 20/10/2023	Sharon Frank Manager Finance & Administration	Complete

Goal	Budget	Comment	Owner	Current Completion
→ 4.3.12. Review expired leases and establish a lease register	No value	Work through expired leases 12/10/2023	Janelle Menzies Manager of Governance and Compliance	On Track
→ 4.3.13. Review commons and reserves	No value	Review has commenced. 12/10/2023	Lisa Hamlyn Director of Corporate & Community Services	On Track
→ 4.3.14. Purchase new IT Resources for Councillors after 2024 Councillor Elections	\$ 15,000		Sharon Frank Manager Finance & Administration	Not started
→ 4.3.15. Upgrade MAGIQ records management software	\$ 6,000	Upgrade and training has been completed. 20/10/2023	Sharon Frank Manager Finance & Administration	Complete
→ 4.3.16. Compliance with LGW auditing Tool	No value	Audit to be done in December 2023 11/10/2023	Mike Castles Manager Workplace Health & Safety	Not started
→ 4.3.17. Completion of all Quarterly Action Plans (QAPs)	No value	September Quarter still has 4 items outstanding. 11/10/2023	Mike Castles Manager Workplace Health & Safety	On Track
→ 4.3.18. Hold a minimum of 3 WHS advisory group meetings per annum	No value	1st Meeting due in October 11/10/2023	Mike Castles Manager Workplace Health & Safety	On Track
→ 4.3.19. Completion of Hazard Inspections as outlined in the QAPs	No value	Have been updated in Safety Culture. All 1st quarter have been completed. 11/10/2023	Mike Castles Manager Workplace Health & Safety	On Track
→ 4.3.2. Undertake an annual review of risk management framework and risk registers	No value	Enterprise Risk Management has been implemented. Operational Risks to be identified 09/10/2023	Janelle Menzies Manager of Governance and Compliance	On Track
→ 4.3.20. Completion of all rectification Action Plan Items as outlined from their proposed completion date	No value	There are still a number outstanding 11/10/2023	Mike Castles Manager Workplace Health & Safety	On Track
→ 4.3.21. Provide Quarterly reports on statistics for lost time injuries and any incident trends	No value	Included on the Quarterly Plans . Reported to SLT at October Meeting. 11/10/2023	Mike Castles Manager Workplace Health & Safety	On Track
→ 4.3.22. Reduction of lost time injuries and injury claims	No value	On Track for a 4.5% Reduction 11/10/2023	Mike Castles Manager Workplace Health & Safety	On Track
→ 4.3.23. Completion of all incident reports including investigations and implementation of any identified actions.	No value	All have been resolved. 11/10/2023	Mike Castles Manager Workplace Health & Safety	On Track
→ 4.3.3. Review the procurement framework to ensure procurement policies and processes are best practice and comply with legislative requirements	No value	Procurement Processes have been drafted. 20/10/2023	Sharon Frank Manager Finance & Administration	On Track
→ 4.3.4. Review project management framework to incorporate the QTC Model	No value		Peter See Director of Engineering Services	Not started
→ 4.3.5. Review processes for management of general agreements and leases	No value	Process is on track however it's spreadsheet based. 09/10/2023	Janelle Menzies Manager of Governance and Compliance	On Track

Goal	Budget	Comment	Owner	Current Completion
→ 4.3.6. Review governance arrangements for external consultants of Council services (planning, building, environmental health etc)	No value	Balonne Shire Council have been appointed to assist with Food Safety Audits and Animal Inspection Program 09/10/2023	Janelle Menzies Manager of Governance and Compliance	On Track
→ 4.3.7. Review governance arrangements for Council owned assets	No value		Janelle Menzies Manager of Governance and Compliance	On Track
→ 4.3.8. Undertake an annual review of Council delegations and authorised persons instruments and the way they are applied	No value	We schedule this for March, its reviewed annually. 09/10/2023	Janelle Menzies Manager of Governance and Compliance	Not started
→ 4.3.9. Introduce new software to streamline meetings and monitoring of agreed/recommended actions from external audit, internal audit and other relevant reviews	\$ 50,000	The Cascade system is live and people are undergoing training. 09/10/2023	Janelle Menzies Manager of Governance and Compliance	Complete
4 Long-term financial stability underpinned by sound financial planning and accountability	No value		Quilpe Shire Council Placeholder Role	On Track
→ 4.4.1. Develop and adopt a compliant and affordable Annual Budget before 1 August to fund Council's Operational Plan for the year	No value	Adopted 21 July 2023 20/10/2023	Sharon Frank Manager Finance & Administration	Complete
→ 4.4.10. Perform regular reviews of long-term financial forecasts consistent with the long-term asset management plans	No value	Long Term Financial Forecasts were reviewed with Budget. Asset Management Plans have not been updated. 20/10/2023	Sharon Frank Manager Finance & Administration	Not started
→ 4.4.11. Undertake annual insurance review	No value		Sharon Frank Manager Finance & Administration	Not started
→ 4.4.12. Prepare Government Data Collection Return	No value	Started to compile. Due in November 2023. 20/10/2023	Sharon Frank Manager Finance & Administration	On Track
→ 4.4.13. Review cybersecurity and IT system processes	No value	New IT Security Policy has been adopted and a penetration System was complete. 20/10/2023	Sharon Frank Manager Finance & Administration	Complete
→ 4.4.2. Complete annual and periodic reviews to ensure alignment of the budget and the Corporate and Operational Plans	No value	Budget has been aligned to the Operational Plan where possible. 20/10/2023	Sharon Frank Manager Finance & Administration	On Track
→ 4.4.3. Engagement of specialist valuers to undertake desktop valuations of Council's infrastructure assets	\$ 10,000		Sharon Frank Manager Finance & Administration	Not started
→ 4.4.4. Prepare Annual Financial Statements in accordance with legislative requirements	No value	Completed 20/10/2023	Sharon Frank Manager Finance & Administration	Complete
→ 4.4.5. Prepare financial sustainability statements and measures determined by the Queensland Government and monitoring trends in other financial ratios	No value	Prepared as part of the Budget and the Annual Financial Statements. New Sustainability framework to be considered. 20/10/2023	Sharon Frank Manager Finance & Administration	On Track
→ 4.4.6. Undertake a review of general rates, utility charges and levies, including policy reviews and data integrity checks	No value	Completed in July with budget preparation. Integrity Checks will be ongoing. 20/10/2023	Sharon Frank Manager Finance & Administration	On Track

Goal	Budget	Comment	Owner	Current Completion
→ 4.4.7. Establish rolling reviews of fees and charges	No value		Sharon Frank Manager Finance & Administration	Not started
→ 4.4.8. Reviews all financial policies due for review	No value	Debt recovery policy and Procurement Policy still under review. 20/10/2023	Sharon Frank Manager Finance & Administration	On Track
→ 4.4.9. Document service levels and monitor changes to ensure service levels are affordable	No value		Sharon Frank Manager Finance & Administration	Not started
5 Optimal asset management	No value		Quilpe Shire Council Placeholder Role	On Track
→ 4.5.1. Review existing Asset Management Plans for Roads, Buildings, Other Structures, Water, and Sewerage asset classes; develop 10 year programs, and carry out ongoing annual reviews thereafter	\$ 10,000		Peter See Director of Engineering Services	Not started
→ 4.5.2. Review and update the Asset Register to record Council's non-current physical assets	No value	Working towards updating for 23/24 20/10/2023	Sharon Frank Manager Finance & Administration	On Track
→ 4.5.3. Review the floating plant control processes	No value		Sharon Frank Manager Finance & Administration	Not started
→ 4.5.4. Replace Quilpie Water Mains in line with long-term asset management plans	\$ 583,000	work in progress. Reported to Shepherd Services 29/09/2023	Peter See Director of Engineering Services	On Track
→ 4.5.5. Develop the Quilpie Sewerage Treatment Plant detailed design	\$ 461,401	The process has been decided and now doing detailed designs. 29/09/2023	Peter See Director of Engineering Services	On Track
→ 4.5.6. Deliver upgrades to the Adavale, Eromanga and Cheepie Work Camps	\$ 90,000	Fixed up walkways and waiting for a painter. 29/09/2023	Peter See Director of Engineering Services	On Track
→ 4.5.7. Deliver annual replacement program for Plant and Vehicles including carry-over program from 2022/23	\$ 2,141,000	5 Vehicles awaiting delivery in October 2023. 29/09/2023	Peter See Director of Engineering Services	On Track
→ 4.5.8 Deliver buildings and structures maintenance program	\$ 1,111,000	Working through outstanding schedules 29/09/2023	Peter See Director of Engineering Services	On Track
6 Inclusive community engagement and decision making	No value		Quilpe Shire Council Placeholder Role	On Track
→ 4.6.1. Investigate an online community engagement platform	No value	Currently working towards upgrading the Council Website to be able to facility in the future. 12/10/2023	Justin Hancock Chief Executive Officer	On Track
→ 4.6.2. Run Shire-wide Annual Budget / Community Catch-up workshops	No value		Justin Hancock Chief Executive Officer	Not started
7 Staff upskilling, leadership training and wellbeing support	No value		Quilpe Shire Council Placeholder Role	On Track
→ 4.7.1. Run financial literacy training for relevant staff and an Annual Budget Update per annum (budget, asset management/register)	No value	A 2023-24 Budget update was provided to all staff. 12/10/2023	Justin Hancock Chief Executive Officer	Complete

Goal	Budget	Comment	Owner	Current Completion
→ 4.7.10. Explore capacity for electronic HR system with integration with Practical	No value	Still looking for a suitable product 09/10/2023	Maree Radnedge Manager of Human Resources	On Track
→ 4.7.11 Provide a staff Big Day Out Field visit	\$ 2,000	Big day out scheduled for 6 November 2023. 09/10/2023	Maree Radnedge Manager of Human Resources	On Track
→ 4.7.2. Investigate digital literacy training for all staff	No value		Maree Radnedge Manager of Human Resources	Not started
→ 4.7.3. Explore options for the Undergraduates/ Graduates Professionals (eg Bush Program or Country University Centres)	No value		Maree Radnedge Manager of Human Resources	Not started
→ 4.7.4. Engage with staff on succession and career planning needs	No value		Maree Radnedge Manager of Human Resources	Not started
→ 4.7.4. Work with SWQROC to employ a shared Graduate Engineer	\$ 30,000	Process has been completed. 12/10/2023	Justin Hancock Chief Executive Officer	On Track
→ 4.7.5. Provide 2 x Whole of Organisation staff events per annum	\$ 6,000	Night Golf organised for Friday 13 October 2023 09/10/2023	Maree Radnedge Manager of Human Resources	On Track
→ 4.7.6. Provide 1 x Staff Wellbeing Week per annum	\$ 35,000	Planning has commenced for week beginning 12 February 2024 09/10/2023	Maree Radnedge Manager of Human Resources	Not started
→ 4.7.7. Review staff induction process	No value		Maree Radnedge Manager of Human Resources	Not started
→ 4.7.8. Explore initiatives for recruitment in the region	No value	Starting on a Staff Video 09/10/2023	Maree Radnedge Manager of Human Resources	On Track
→ 4.7.9. Organise mental health first aid training for all staff	\$ 2,000	Main sessions have been completed and a catch-up session is organised for November 2023 09/10/2023	Maree Radnedge Manager of Human Resources	On Track
8 Build cross-regional knowledge intelligence networks	No value		Quilpe Shire Council Placeholder Role	On Track
→ 4.8.1. Coordinate 2 x per annum cross-regional working group meetings	No value		Maree Radnedge Manager of Human Resources	Not started

14.4 PROPOSED ORDINARY COUNCIL MEETING DATES 2024**IX:** 242634**Author:** Wanda Loveday, Executive Assistant**Attachments:** Nil**KEY OUTCOME**

Key Outcome: 4. Strong Governance

Key Initiative: 4.3 Maintain good corporate governance

EXECUTIVE SUMMARY

Section 254B of the Local Government Regulation 2012 (the Regulation) stipulates how and when Councils must publish a notice of the days and times of Ordinary meetings.

RECOMMENDATION

That Council confirm the date and times of Ordinary Meetings of Council for January to December 2024 and advertises accordingly.

Month	Day	Date	Time
January	Tuesday	23	9.30am
February	Tuesday	20	9.30am
March	Tuesday	12	9.30am
April	Tuesday	16	9.30am
May	Tuesday	21	9.30am
June	Tuesday	18	9.30am
July	Tuesday	16	9.30am
August	Tuesday	20	9.30am
September	Tuesday	17	9.30am
October	Tuesday	22	9.30am
November	Tuesday	19	9.30am
December	Tuesday	17	9.30am

BACKGROUND

Section 254B of the Regulation states that Council must, at least once in each year, publish a notice of the days and times when:

- a) Its ordinary meetings will be held; and (if applicable)
- b) The ordinary meetings of its standing committees will be held.

The notice must be published on the local government's website, and in other ways the local government considers appropriate.

Council meetings are typically scheduled for the third Tuesday of each month for the following reasons:

- This allows for deputations attending the meeting to align with flights returning to Charleville, Toowoomba and/or Brisbane.
- This avoids other regionally significant meeting dates (e.g. SWQROC typically meet in the second week of a month).
- Allows sufficient time for statutory reporting e.g. finalisation of bank statements to provide accurate Financial Statements.

The following months have been realigned due to the following conflicts:

- 23 January – Moved to fourth Tuesday due to Christmas shutdown during first week of January.
- 12 March – Moved to second Tuesday due to local government elections being held on 16 March.
- 22 October – Moved to fourth Tuesday as LGAQ Annual conference has historically taken place during the third week of October.

OPTIONS

Option 1 – Recommended:

That Council confirm the date and times of Ordinary Meetings of Council for January to December 2024 and advertises accordingly.

Month	Day	Date	Time
January	Tuesday	23	9.30am
February	Tuesday	20	9.30am
March	Tuesday	12	9.30am
April	Tuesday	16	9.30am
May	Tuesday	21	9.30am
June	Tuesday	18	9.30am
July	Tuesday	16	9.30am
August	Tuesday	20	9.30am
September	Tuesday	17	9.30am
October	Tuesday	22	9.30am
November	Tuesday	19	9.30am
December	Tuesday	17	9.30am

Option 2

That Council confirm the date and times of Ordinary Meetings of Council for January to December 2024 and advertises accordingly.

Month	Day	Date	Time
January			9.30am

February			9.30am
March			9.30am
April			9.30am
May			9.30am
June			9.30am
July			9.30am
August			9.30am
September			9.30am
October			9.30am
November			9.30am
December			9.30am

CONSULTATION (Internal/External)

Councillors

Chief Executive Officer

LEGAL IMPLICATIONS

Section 254B of the Local Government Regulation 2012

POLICY AND LEGISLATION

Section 254B of the Local Government Regulation 2012

254B Public notice of meetings

(1) A local government must, at least once in each year, publish a notice of the days and times when—

(a) its ordinary meetings will be held; and

(b) the ordinary meetings of its standing committees will be held.

(2) The notice mentioned in subsection (1) must be published on the local government's website, and in other ways the local government considers appropriate.

(3) A local government must display in a conspicuous place in its public office a notice of the days and times when—

(a) its meetings will be held; and

(b) meetings of its committees will be held.

(4) A local government must, as soon as practicable, notify any change to the days and times mentioned in subsection (1) or (3) in the same way as the days and times were previously notified

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil as per Council's Risk Management Policy

14.5 VISITOR INFORMATION CENTRE PERMANENT FENCE (STAGE 1)**IX:** 243025**Author:** Karen Grimm, Manager Tourism & Economic Development**Attachments:** Nil**KEY OUTCOME**

Key Outcome: 1. Great Place to Live

Key Initiative: 1.2 Spaces to bring people together for recreation, socialisation and enjoyment of the landscapes

EXECUTIVE SUMMARY

This report is to present the costing and location of Visitor Information Centre permanent fencing (stage 1).

RECOMMENDATION

1. That Council endorse the Visitor Information Centre permanent fence (Stage 1) as identified in the report.

BACKGROUND

Quilpie Visitor Information Centre (VIC) has undergone a lot of improvements to the site to make the space more accessible and enjoyable for visitors and locals. These include grass spaces, Quilpeta night show, and toilets.

Temporary fencing has been installed to provide security for the site between the railway museum and VIC and military museum. This report outlines the costings and plans for Stage 1 of the temporary fencing to be replaced.

Stage 1 - between VIC (western side) and the Mural display in Mural Park. This will also include a footpath from the Railway Museum to existing concrete near new toilets.

Stage 2 - located between the VIC and Military Museum, will be investigated further in 2024.

Stage 1 will incorporate an access gate to allow for flexibility in the use of the space for future events and utilise the existing path infrastructure.

The fencing will be black pool-style fencing, the same as currently installed at rear of VIC. The fence will be located behind the existing plantings (see figure 1).



Figure 1 Rear fencing at VIC

Costing for this section has been provided by Adam Rea, Department of Engineering.

Stage 1: \$14,000 (fencing \$6,500 plus concrete, footpath and labour).

Installation timeline to be determined by Engineering Services.

Images below show the location of Stage 1.



Yellow – fence line (triangle indicates external gate location)

Green – new footpath to connect Museum to existing concrete paths



OPTIONS

Preferred recommendation

That Council endorse the Visitor Information Centre permanent fence (Stage 1) as identified in the report.

Alternative Option

That Council not support the options identified in this report.

CONSULTATION (Internal/External)

Internal

- Adam Rea, Engineering Services

LEGAL IMPLICATIONS

Nil

POLICY AND LEGISLATION

Local Government Act 2009

FINANCIAL AND RESOURCE IMPLICATIONS

2023/2024 budget adjustment required.

VIC Fence (Stage 1) - \$14,000

RISK MANAGEMENT IMPLICATIONS

Low in accordance with Council's Risk Management Policy.

14.6 DRUG AND ALCOHOL POLICY - QUILPIE AIRPORT**IX: 243029****Author: Janelle Menzies, Manager Governance and Compliance****Attachments: 1. Quilpie Airport - Drug and Alcohol Management Plan [↓](#)****KEY OUTCOME**

Key Outcome: 4. Strong Governance

Key Initiative: 4.3 Maintain good corporate governance

EXECUTIVE SUMMARY

Council is presented with the Drug and Alcohol Management Plan for the Quilpie Aerodrome to meet the requirements of Civil Aviation Safety Regulations 1998 (CASR) Part 99B. Quilpie Shire Council has a duty to provide a safe workplace for all employees. The health and welfare of all staff is the prime consideration in developing this plan with the aim to reinforce Quilpie Shire Council's commitment to safety, by ensuring that all employees understand what their individual responsibilities are when it comes to alcohol and other drugs use in the workplace.

RECOMMENDATION

That council adopt the Drug and Alcohol Management Plan for the Quilpie Airport as presented.

BACKGROUND

During July, Civil Aviation Safety Authority (CASA) undertook an audit of the Quilpie Aerodrome. It was noted during the audit that the Drug and Alcohol Management Plan for Micro-Business (DAMP-MB) had not been reviewed since 2019.

On 15 August 2023, Council adopted a new Drug and Alcohol Management Plan for Micro-business (DAMP-MB) but when the new DAMP-MB was lodged we were advised that since Quilpie Aerodrome receives a Regulated Passenger Transport Service that a full Drug and Alcohol Management Plan (DAMP) was required.

CASA provide a template for DAMP on their website which has been used to develop the DAMP for the Quilpie Aerodrome.

CONSULTATION (Internal/External)

Civil Aviation Safety Authority

Brian Weeks - QSC Works Manager

Mike Castle – Manager Workplace Health and Safety

LEGAL IMPLICATIONS

Non-Compliance was Civil Aviation Safety Regulations

POLICY AND LEGISLATION

Civil Aviation Safety

Council's Drug & Alcohol Policy

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil



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Glossary

Acronyms and abbreviations

Acronym / abbreviation	Description
AOC	Air Operator's Certificate
AOD	Alcohol and Other Drugs
AMROA	Australasian Medical Review Officers Association
CASA	Civil Aviation Safety Authority
CASR	Civil Aviation Safety Regulations 1998
DAME	Designated Aviation Medical Examiner
DAMP	Drug and Alcohol Management Plan
MRO	Medical Review Officer
SSAA	Safety-Sensitive Aviation Activity

Definitions

Regulation 99.010 of the *Civil Aviation Safety Regulations 1998 (CASR)* contains legal definitions for certain terms used in Part 99 of CASR.

Term	Definition
Accident	An occurrence that arises out of a person performing or being available to perform an applicable SSAA if either or both of the following applies: (a) the occurrence results in the death of, or serious harm to, a person; (b) the occurrence results in serious damage to an aircraft or property.
Aerodrome testing area	(a) any surface in a certified aerodrome or a registered aerodrome over which an aircraft is able to be moved while in contact with the surface of the aerodrome, including any parking areas; and (b) any part of the surface of a certified aerodrome or registered aerodrome: (i) that is not covered by paragraph (a); and (ii) that does not have a building on it; and

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Term	Definition
	<p>(iii) from which access to a surface mentioned in paragraph (a) may be had; and</p> <p>(c) a building located on a certified aerodrome or registered aerodrome that is used:</p> <ul style="list-style-type: none"> (i) for maintenance of an aircraft or an aeronautical product; or (ii) for the manufacture of aircraft or aeronautical products; or (iii) by an air traffic service provider to control air traffic; or (iv) by the holder of an AOC for flying training; and <p>(d) any part of an aircraft, aerobridge or other moveable structure in a certified aerodrome or a registered aerodrome.</p>
Appropriately qualified alcohol and other drug professional	<p>A person who:</p> <p>(a) materially works as a provider of clinical drug and alcohol treatment services; and</p> <p>(b) holds a bachelor's degree, or postgraduate degree, in at least 1 of the following fields:</p> <ul style="list-style-type: none"> (i) health sciences; (ii) medical science; (iii) social sciences; (iv) behavioural sciences.
Approved breathalyser	<p>A breathalyser approved by CASA under paragraph 99.130(a) of CASR for alcohol testing.</p> <p>Note: definition is related to Part 99 Subpart C of CASR only.</p>
Approved drug testing device	<p>A device approved by CASA under paragraph 99.130(b) of CASR for testing for testable drugs.</p> <p>Note: definition is related to Part 99 Subpart C of CASR only.</p>
Approved laboratory	<p>A person authorised under subregulation 99.450 (3) of CASR to conduct confirmatory drug tests for Subpart 99.C.</p> <p>Note: definition is related to Part 99 Subpart C only</p>
Approved person	<p>In relation to an approved laboratory, means a person who is authorised under the laboratory's National Association of Testing Authorities accreditation to declare the results of drug tests conducted by that laboratory.</p> <p>Note: definition is related to Part 99 Subpart C of CASR only.</p>

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Term	Definition
Approved tester	A person who is authorised to: (a) take body samples for drug or alcohol tests under subregulation 99.450 (1) of CASR; and (b) conduct initial drug tests or alcohol tests under subregulation 99.450 (2) of CASR. Note: definition is related to Part 99 Subpart C of CASR only.
CASA medical review officer	A medical practitioner who for drug and alcohol testing under Subpart 99.C of CASR, and for Subparts 99.E and 99.H of CASR has: (a) been appointed by CASA under subregulation 99.390 (1) of CASR for the purposes of Subpart 99.C of CASR; and (b) training and competence in the field of interpreting drug and alcohol test results; and (c) knowledge of substance use disorders; and (d) knowledge of the contents of Part 99B of CASR.
Comprehensive assessment	In relation to a person's drug or alcohol use, means an examination of the person's physiological and psychosocial indicators carried out: (a) by a psychiatrist; or (b) by a medical practitioner who is a Fellow of the Australasian Chapter of Addiction Medicine; or (c) jointly by: (i) a person entitled to practice as a medical practitioner under a law of a State or Territory; and (ii) an appropriately qualified drug and alcohol professional.
Confirmatory alcohol test	An alcohol test given in respect of an initial alcohol test to determine the presence and level of alcohol in a body sample. Note: see paragraph (b) of the definition of drug or alcohol test in subsection 33 (1) of the Act.
Confirmatory drug test	A drug test given in respect of an initial drug test to determine the presence and level of a testable drug in a body sample. Note: see paragraph (b) of the definition of drug or alcohol test in subsection 33 (1) of the Act.
DAMP or drug and alcohol management plan	A drug and alcohol management plan that complies, or purports to comply, with the requirements of regulation 99.045 of CASR.

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Term	Definition
DAMP contact officer	In relation to a DAMP organisation, means a person appointed by the DAMP organisation to liaise with CASA in relation to the organisation's responsibilities under Part 99 of CASR.
DAMP contractor	A person, or the employee of a person, who is: (a) a party to an ongoing written or ongoing oral contract with a DAMP organisation; or (b) a DAMP subcontractor to an ongoing written or ongoing oral contract with a DAMP organisation.
DAMP organisation	A person that is required to have a DAMP under subregulation 99.030 (1) of CASR.
DAMP subcontractor	A person who is a party to: (a) an ongoing written or oral contract with a DAMP contractor within the meaning of paragraph (a) of the definition of DAMP contractor; or (b) an ongoing written or oral contract with another DAMP subcontractor (under a previous application of this definition).
DAMP supervisor	In relation to a DAMP organisation, means a person who: (a) has had relevant training to form an opinion as to whether a person may be adversely affected by a testable drug or under the influence of alcohol; and (b) is authorised by the organisation to do so for the purposes of paragraph 99.050 (2)(c) of CASR.
Donor	A person who is asked to give, or has given, a body sample to an approved tester.
Drug and alcohol education program	For a DAMP organisation, means a program that includes the following components: (a) for SSAA employees—awareness of: (i) the organisation's policy on drug and alcohol use; and (ii) drug and alcohol testing in the workplace; and (iii) support and assistance services for people who engage in problematic use of drugs and alcohol; and (iv) information about the potential risks to aviation safety from problematic use of drugs and alcohol. (b) for DAMP supervisors—education and training to manage people who engage in problematic use of drugs or alcohol.
Drug or alcohol intervention program	In relation to a person who has a drug or alcohol problem, means a program that includes any of the following measures for that problem:

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Term	Definition
	(a) assessment; (b) treatment, including any of the following: (i) education; (ii) counselling; (iii) consultation with health care professionals; (iv) pharmacotherapy; (v) residential or non-residential treatment programs; (c) monitoring and follow-up action.
Employee	In relation to a DAMP organisation, includes a DAMP contractor of the DAMP organisation.
Foreign operator	(a) the holder of a foreign aircraft AOC; or (b) the operator of an aircraft operating in Australia in accordance with a permission granted by CASA under section 26 of the Act; or (c) the operator of an aircraft operating under a permission granted under section 27A of the Act; or (d) the holder of a New Zealand AOC with ANZA privileges; or (e) the operator of an aircraft that is operating in Australia in accordance with section 14 of the Air Navigation Act 1920.
Initial alcohol test	An alcohol test to determine the presence of alcohol in a body sample. Note: see paragraph (a) of the definition of drug or alcohol test in subsection 33 (1) of the Act.
Initial drug test	A drug test to determine the presence of a testable drug in a body sample. Note: see paragraph (a) of the definition of drug or alcohol test in subsection 33 (1) of the Act.
InfoXpert	Quilpie Shire Council's document management system
Mandatory preconditions	Any comprehensive assessments or intervention programs have been commenced, and no further positive test results have been obtained.
Nominated drug or alcohol intervention program	In relation to a person who has undergone a comprehensive assessment, means a drug or alcohol intervention program considered suitable for the person by: (a) if the person is an employee of a DAMP organisation—a DAMP medical review officer; or

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Term	Definition
	(b) in any other case—a CASA medical review officer.
Passenger	In relation to an aircraft, means a person: (a) who: (i) intends to travel on a particular flight on the aircraft that has not as yet boarded; or (ii) is on board the aircraft for a flight; or (iii) has disembarked from the aircraft following a flight; and (b) who is not a member of the crew of the aircraft.
Passport	An Australian passport within the meaning of the Australian Passports Act 2005, or a passport issued by the Government of a country other than Australia.
Permitted level	(a) for a testable drug—a level of the drug specified in subregulation 99.010(2A) for the purposes of this paragraph; and (b) for alcohol—a level of alcohol of less than 0.02 grams of alcohol in 210 litres of breath.
Positive result	(a) for an initial drug test—a test result within the meaning of paragraph (a) of the definition of positive test result in subsection 33 (1) of the Act; (b) for a confirmatory drug test—a test result within the meaning of paragraph (b) of the definition of positive test result in subsection 33 (1) of the Act; (c) for an initial alcohol test—a test result within the meaning of paragraph (a) of the definition of positive test result in subsection 33 (1) of the Act; (d) for a confirmatory alcohol test—a test result within the meaning of paragraph (b) of the definition of positive test result in subsection 33 (1) of the Act.
Regular SSAA employee	An SSAA employee who is reasonably likely to perform an applicable SSAA at least 2 or more times every 90 days.
Relevant Standard	(a) AS 3547, Breath alcohol testing devices for personal use; and (b) NMI R 126, Pattern Approval Specifications for Evidential Breath Analysers; and (c) AS 4760, Procedures for specimen collection and the detection and quantitation of drugs in oral fluid; and (d) AS/NZS 4308, Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

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Term	Definition
Sample identifier	A number allocated to a body sample using the method specified in a legislative instrument made by CASA under regulation 99.150 of CASR.
Screening officer	Has the meaning given in the Aviation Transport Security Act 2004.
Serious incident	An occurrence that arises out of a person performing or being available to perform an applicable SSAA if either or both of the following applies: (a) the occurrence gives rise to a danger of death or serious harm to a person; (b) the occurrence gives rise to a danger of serious damage to an aircraft or property.
Safety Culture	Workplace Health and Safety Management System Software
Safety-sensitive aviation activity	Activities that impact directly or indirectly on the safety of civil air operations in Australian territory; or the operation of Australian aircraft outside Australian territory. Note: see section 33 (1) of the Act.
SSAA employee	In relation to a DAMP organisation, means an employee of the DAMP organisation who performs or is available to perform an applicable SSAA.
Substantial compliance	In relation to a drug or alcohol test, has the meaning given in subregulation 99.020 (2) of CASR.
Suitable test conditions	Conditions that exist after an accident or serious incident if: (a) testing can be conducted within: (i) for drug testing—32 hours after the accident or incident occurred; and (ii) for alcohol testing—8 hours after the accident or incident occurred; and (b) it is practicable to conduct a test.
Suspension event	Suspending or ceasing the person from performing an SSAA.

Reference material

Document type	Title
Exemption	EX135/20 - DAMP Organisations to provide Information to CASA

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Document type	Title
Regulation	Part 99B of the <i>Civil Aviation Safety Regulations 1998</i>
Standard	AS 3547, breath alcohol testing devices for personal use
Standard	NMI R 126, Pattern Approval Specifications for Evidential Breath Analysers
Standard	AS/NZS 4760 – ‘Procedures for specimen collection and the detection and quantitation of drugs in oral fluid’
Standard	AS/NZS 4308– ‘Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine’
Webpage	Designated Aviation Medical Examiner (DAME) Aviation medical contacts Civil Aviation Safety Authority (casa.gov.au)
Website	Australasian Medical Review Officers Association (AMROA) www.amroa.org.au

Forms

Form no.	Title
{insert related or referenced form no.}	{insert title of form}
{Form 123}	{ABC Initial Issue Application Form}

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Amendment Record

Revisions to this Drug and Alcohol Management Plan (DAMP) are dated and a new version assigned accordingly. In addition to recording the date of change for each section or page of this DAMP, a summary of the changes made is also recorded.

Version No.	Date of change	Parts and pages	Summary of change(s)	Approved by
1.0	31 Oct 2023	All	Initial issue	

Distribution List

A copy of this DAMP is retained in the **Quilpie Airport Office**. This DAMP is made available to the Civil Aviation Safety Authority (CASA) for inspection if requested.

Electronic or printed copies of this DAMP are further distributed as follows:

Copy No. (if assigned)	Holder	Electronic Format	Hard copy
1	Airport Manager's Office at the Quilpie Works Depot		Hard Copy

Quilpie Shire Council makes this DAMP available to all relevant persons on our website.

Access is also available to staff on our intranet.

Persons printing this DAMP should be aware that any hard copies are uncontrolled and may not be the most up-to-date version.

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1 General

1.1 Introduction

Quilpie Shire Council's Drug and Airport Alcohol Management Plan (DAMP) has been developed to meet the requirements of Subpart 99.B of the *Civil Aviation Safety Regulations 1998* (CASR).

This DAMP is for Quilpie Shire Council employees who perform, or are available to perform, a 'safety-sensitive aviation activity' (SSAA) and aims to minimise the risk of accident, incident or injury in the workplace due to the consumption of alcohol and other drugs (AOD).

This document sets out how **Quilpie Shire Council** implements its DAMP. It is an important document that all employees should be familiar with.

1.2 Policy on AOD Use

Quilpie Shire Council has a duty to provide a safe workplace for all employees. The health and welfare of all staff is our prime consideration in developing this policy.

Problematic AOD use can create many difficulties in the workplace, including compromised workplace safety; accidents and workers' compensation claims; absenteeism; and problems with employee commitment and morale, including declines in individual performance.

The aim of this policy is to reinforce Quilpie Shire Council's commitment to safety, by ensuring that all employees understand their individual responsibilities when it comes to AOD use in the workplace.

If you take prescription medications (e.g. antibiotics, painkillers or anti-inflammatory medication) it is your responsibility to ensure that such use does not adversely affect your ability to perform your role. You must discuss with your prescribing doctor whether it is safe to take medications when performing your SSAA. You must also let your immediate supervisor, or a responsible manager know about your requirement to take prescription medications so that a determination can be made on your ability to safely perform your role. This may need to be confirmed by a Designated Aviation Medical Examiner (DAME) or a Medical Review Officer (MRO), in consultation with your prescribing doctor.

Consumption of AOD in the workplace while performing your duties is strictly prohibited. **Quilpie Shire Council** takes a zero-tolerance approach to on-the-job AOD use, which will be treated as a disciplinary issue and dealt with in accordance with our **Performance and Misconduct Policy – G.107** and our **Quilpie Shire Council Drug and Alcohol Management Policy – G.19**.

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If you have a drug or alcohol problem that is adversely affecting your performance at work, **Quilpie Shire Council** can assist you in obtaining professional help through the employee assistance program and will support you through that process. Your immediate supervisor or the HR Manager should be your first point of contact should you require assistance. Such contact will be treated with complete confidentiality.

While **Quilpie Shire Council** endeavours to provide support to employees who have a drug or alcohol problem, by offering appropriate guidance and assistance in arranging treatment, all employees must be aware that the responsibility for treatment and rehabilitation rests with them.

1.3 Disciplinary action following a positive test result

If a workplace participant produces an unsatisfactory result to a drug and/or alcohol test, they will be immediately suspended from work. The workplace participant may then be subject to appropriate disciplinary measures as outlined in this Policy, or as determined by the Chief Executive Officer where no specific disciplinary measure has been included. The workplace participant may elect to undergo further confirmation testing at their own expense within a reasonable period following the initial test. Council will take the advice of the external medical service provider as to the period of time within which the relevant drug and/or alcohol is likely to remain in the individual's system in excess of the relevant standards.

1.4 Key Contacts

1.4.1 DAMP contact officer

The DAMP contact officer is:

Name: Mike Castles, Manager Workplace Health and Safety

Phone: 0408 752 123

Email: whs@quilpie.qld.gov.au

The DAMP contact officer is the primary liaison point for CASA in relation to the responsibilities of **Quilpie Shire Council** under CASR Part 99B.

1.4.2 DAMP supervisor

The DAMP supervisor for **Quilpie Shire Council** is:

Name: Brian Weeks

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Phone: 0491 718 951

Email: Brianw@quilpie.qld.gov.au

Name: Lisa Hamlyn

Phone: 0427 861 133

Email: dceo@quilpie.qld.gov.au

Quilpie Shire Council's DAMP supervisor(s) have had relevant training to form an opinion as to whether a person may be adversely affected by a testable drug or under the influence of alcohol.

1.5 Who is covered by this DAMP

This DAMP applies to all Quilpie Shire Council employees who perform, or are available to perform, an SSAA.

These employees are:

- individuals employed directly by Quilpie Shire Council
- contractors engaged by Quilpie Shire Council
- subcontractors engaged by contractors of Quilpie Shire Council
- individuals employed by those contractors and subcontractors
- volunteers of Quilpie Shire Council .

In this DAMP, the individuals listed above are all referred to as 'SSAA employees' even though they may not be directly employed by Quilpie Shire Council.

Employees to whom this DAMP applies will be engaged in the following SSAAs or employment categories:

- fuelling and maintenance staff;
- airport security;
- crewing of an aircraft (including pilots);
- air traffic control;
- baggage or freight handling.

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1.6 Responsibilities under this DAMP

1.6.1 Responsibilities of *Quilpie Shire Council*

Quilpie Shire Council will:

- (1) make this DAMP available to each SSAA employee before they begin to perform, or become available to perform, an SSAA.
- (2) keep records related to the implementation of this DAMP.
- (3) not permit an SSAA employee to perform, or be available to perform, an SSAA in any of the following circumstances:
 - (a) if a DAMP supervisor has reasonable grounds to believe that the employee may be adversely affected by AOD.
 - (b) if an accident or serious incident has occurred which involved the employee, while he or she is performing or available to perform a SSAA, and either:
 - (i) for the period that suitable test conditions exist for conducting AOD tests on the employee – a test has not been conducted; or
 - (ii) if tests have been conducted – *Quilpie Shire Council* has not been notified of the test results.
- (4) if an SSAA employee has been required to cease performing, or being available to perform, his or her SSAA duties because of an incident related to AOD – *Quilpie Shire Council* will not permit that SSAA employee to again perform or be available to perform SSAA's until all mandatory pre-conditions have been met.

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1.6.2 Responsibilities of SSAA employees

SSAA employees will:

- (1) not perform, or make themselves available to perform, an SSAA if adversely affected by AOD.
- (2) be subject to AOD testing under this DAMP while performing, or being available to perform, an SSAA for *Quilpie Shire Council*.
- (3) be required to provide a body sample when being tested for AOD by *Quilpie Shire Council* or by CASA, for the purposes of conducting the AOD tests.
- (4) immediately cease performing, or being available to perform, an SSAA if they:
 - (a) return a positive result for an AOD test
 - (b) fail to comply with a request by an approved tester to provide a body sample for CASA AOD testing
 - (c) fail to comply with a request to provide a body sample for *Quilpie Shire Council* AOD testing under this DAMP; or
 - (d) interfere with a body sample they provide for AOD testing by CASA or *Quilpie Shire Council*.
- (5) if required to cease performing an SSAA because of an incident related to AOD use, not resume SSAA until all mandatory pre-conditions have been met.
- (6) be encouraged to disclose to *Quilpie Shire Council* if they have consumed a level of alcohol, or have taken any drug, that may adversely affect their ability to carry out an SSAA.

1.6.3 Responsibilities of DAMP supervisors

DAMP supervisors have been trained on how to form an opinion as to whether an employee may be adversely affected by AOD and are authorised by *Quilpie Shire Council* to form such an opinion in appropriate cases.

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2 Drug and Alcohol Education Program

2.1 Overview

Quilpie Shire Council will ensure that:

- all SSAA employees complete *Quilpie Shire Council* 's drug and alcohol education program when they first join the organisation and before they perform, or are available to perform, an SSAA
- all DAMP supervisors complete DAMP supervisor training before performing supervisor duties.

2.2 Mandatory components of the education program

Quilpie Shire Council 's drug and alcohol education program contains the following components:

- For SSAA employees - awareness of:
 - the organisation's policy on AOD use
 - AOD testing in the workplace
 - support and assistance services for people who engage in problematic AOD use
 - information about the potential risks to aviation safety from problematic AOD use.
- For DAMP supervisors:
 - the SSAA employee awareness requirements above
 - education and training to identify and manage employees who engage in problematic AOD use.

2.3 Refresher training

Quilpie Shire Council provides refresher drug and alcohol education to all SSAA employees and DAMP supervisors at an interval of no longer than 30 months since completion of the prior drug and alcohol education program.

2.4 Completing the education program

Quilpie Shire Council 's drug and alcohol education program is delivered to employees by means of completing of the following:

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- (1) Induction training as outlined in the company's DAMP Powerpoint presentation
- (2) the CASA eLearning program
- (3) reading and signing this DAMP
- (4) refresher training at the relevant intervals.

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3 Drug and Alcohol Testing Program

3.1 Substances included in testing

Quilpie Shire Council will test for the following substances:

- (1) Alcohol
- (2) Opiates
- (3) Cannabinoids
- (4) Cocaine
- (5) Amphetamines.

3.2 How will testing be conducted

AOD testing under this DAMP will be conducted in accordance with the following relevant standards, together with manufacturer's instructions for each approved testing device.

Alcohol testing

Breath testing for alcohol is conducted using an approved device that meets either of the following standard(s):

- AS 3547, breath alcohol testing devices for personal use
- NMI R 126, Pattern Approval Specifications for Evidential Breath Analysers.

Drug testing

Oral fluid testing for drugs is conducted in accordance with the following standard:

- AS/NZS 4760 – 'Procedures for specimen collection and the detection and quantitation of drugs in oral fluid'.

Urine testing for drugs is conducted in accordance with the following standard:

- AS/NZS 4308– 'Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine'.

3.3 When will testing be conducted

AOD testing of all SSAA employees under this DAMP will be conducted in the following circumstances:

- (1) on commencement
- (2) after an accident or serious incident

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- (3) where a DAMP supervisor has reasonable grounds to believe an SSAA employee is adversely affected by AOD
- (4) returning to work after suspension
- (5) random AOD testing **as set out in the Quilpie Shire Council Drug and Alcohol Management Plan – G.19**
- (6)

Note: In addition to the AOD testing conducted under this DAMP, SSAA employees may also be subject to random AOD testing by CASA.

3.3.1 On commencement

All employees working as a 'regular SSAA employee' (see definitions) will be tested for AOD on commencement with the organisation.

Existing employees whose role changes to that of a 'regular SSAA employee' will be AOD tested when that change takes effect, unless the employee has returned a negative AOD test within the 90 days before they are required to perform, or be available to perform, an SSAA.

3.3.2 After an accident or serious incident

An SSAA employee will be tested after an accident or serious incident occurs whilst they are performing, or available to perform, an SSAA, provided that 'suitable test conditions' exist.

Suitable test conditions exist where, after an accident or serious incident, testing can be conducted:

- (a) for drug testing—within 32 hours of the accident or incident
- (b) for alcohol testing—within 8 hours of the accident or incident;
- and
- (c) it is practicable to conduct a test.

3.3.3 Reasonable grounds

An SSAA employee may be referred for a test if a DAMP supervisor has reasonable grounds to believe the SSAA employee may be adversely affected by AOD while performing, or being available to perform, an SSAA.

Reasonable grounds include, but is not limited to, the following:

- observed unsafe behaviour
- reports received from other employees
- observed signs and symptoms that may indicate alcohol or drug use
- any other circumstances as described in the DAMP education program for DAMP supervisors.

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3.3.4 Return to work following a suspension event

An SSAA employee will be tested if they are returning to work after a suspension period during which that employee was not permitted to perform, or be available to perform, an SSAA.

An SSAA employee will be subject to a suspension event in the following circumstances:

- (1) the employee has recorded a positive result for a confirmatory drug or alcohol test conducted under this DAMP
- (2) as a result of CASA testing and a DAMP MRO has not determined that the result could be the result of legitimate therapeutic treatment or some other innocuous source
- (3) the employee has refused to take a required AOD test or interfered with the integrity of the test.

3.4 Who will conduct the testing

Testing will be conducted by the following approved testing officer(s) or accredited testing provider:

Mike Castles – Manager Workplace Health and Safety

3.5 Requirements relating to DAMP Medical Review Officer

Quilpie Shire Council will consult a DAMP MRO in the following circumstances:

1. To determine if the presence and level of a testable drug detected by a confirmatory drug test under this DAMP could be a result of legitimate therapeutic treatment or some other innocuous source (e.g. pain relief medication containing codeine).
2. To review medical information where an SSAA employee fails to give a body sample for AOD testing because of a medical condition.
3. To determine if an SSAA employee is fit to resume performing, or be available to resume performing, an SSAA.

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4 Drug and Alcohol Response Program

A flowchart illustrating the organisation's drug and alcohol testing and response process is included at Appendix A to this Manual.

4.1 Circumstances when an employee must cease SSAA

Quilpie Shire Council does not permit an SSAA employee to perform, or be available to perform, an SSAA in any of the following circumstances:

1. Where the employee has recorded a positive result from an initial AOD test and they have not, in respect of that test result, recorded a negative test result for a confirmatory AOD test.
2. Where a positive result for a confirmatory AOD test has been recorded for the employee; and:
 - a. a DAMP MRO has not determined that the result recorded could be because of legitimate therapeutic treatment or some other innocuous source; and
 - b. mandatory preconditions for return to work have not been met.
3. Where a positive result for a confirmatory AOD test has been recorded for the employee; and:
 - a. a CASA MRO has not determined that the result recorded could be as a result of legitimate therapeutic treatment or some other innocuous source; and
 - b. mandatory preconditions for return to work have not been met.
4. Where the employee is subject to AOD testing and has:
 - a. refused to take the test; or
 - b. interfered with the integrity of the test.
5. Where a DAMP supervisor suspects an SSAA employee's faculties may be impaired due to that person being under the influence of AOD.
6. Where an accident or serious incident has occurred involving the employee while he or she is performing, or being available to perform, an SSAA and either:
 - a. a test has not been conducted during the period that suitable test conditions exist; or
 - b. tests have been conducted under suitable test conditions however *Quilpie Shire Council* has not been notified of the test results.

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4.2 Returning to safety sensitive aviation activities

An SSAA employee subject to an AOD related suspension event will only be permitted to resume performing, or being available to resume performing, an SSAA when they are able to comply with the following requirements:

1. The employee has undergone a comprehensive assessment for AOD use
2. If the comprehensive assessment recommends that the employee commence an AOD intervention program—the employee has begun participating in the nominated program
3. The employee is considered fit to resume performing, or being available to resume performing, an SSAA by:
 - a. a DAMP MRO; and
 - b. the employee's treating clinician (if any).
4. If the suspension event relates to a drug test—at the time the employee is considered fit to resume performing SSAAs, the employee receives a negative confirmatory drug test, and a DAMP MRO is satisfied the test indicates the absence of testable drug use.

4.3 Time off to attend a nominated intervention program

Quilpie Shire Council provides time off for SSAA employees to attend a nominated AOD intervention program, where:

1. A DAMP MRO has advised that the employee should attend the program; and
2. The employee is returning to work after a period during which the employee was not permitted to perform, or be available to perform, an SSAA because of a positive AOD test result.

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5 Privacy

Quilpie Shire Council is committed to respecting employees' rights to privacy and protecting their personal information. The *Privacy Act 1988* applies to information gathered under this DAMP, if the annual turnover is more than \$3m, and information held in relation to the outcomes of AOD testing, whether conducted by *Quilpie Shire Council* or by CASA.

This DAMP meets the requirements of the *Privacy Act 1988*. Information is collected under this DAMP and used in accordance with the organisation's privacy policy G.12 located *on the Quilpie Shire Council Website and InfoXpert No 91583*.

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6 DAMP Review, Audit and Compliance

In order to ensure its continued compliance with the requirements of Subpart 99.B of CASR, *Quilpie Shire Council* reviews this DAMP at regular intervals of at least once every 5 years, or as directed by CASA.

Reviews are conducted in accordance with the organisation's document control processes located *InfoXpert*.

To ensure the appropriate development, implementation and enforcement of this DAMP, CASA may conduct audits on our organisation and require us to provide relevant documentation.

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7 DAMP Reporting and Record Keeping

Under CASA exemption EX135/20, *Quilpie Shire Council* is no longer required to report information to CASA twice a year. Instead, *Quilpie Shire Council*'s records are maintained in accordance with the record keeping process in section 8.1 of this DAMP.

However, where requested to do so *Quilpie Shire Council*'s DAMP contact Officer will supply information about the identity of an SSAA employee to a CASA approved tester within one hour of such a request being made.

Additionally, *Quilpie Shire Council* will notify CASA as soon as practicable of any changes to the details of the current DAMP contact officer.

7.1 Record Keeping

Quilpie Shire Council keeps records of information relating to the following, as if it had provided the information to CASA:

- drug and alcohol testing
- drug and alcohol education
- drug and alcohol response
- the number and type of SSAA employees engaged.

Quilpie Shire Council keeps all records pertaining to this DAMP for a period of 5 years.

Records are stored securely in *Quilpie Shire Council's* records management system.

Within 6 months of the expiry of the 5-year record keeping period, *Quilpie Shire Council* ensures relevant records are destroyed or deleted in accordance with the organisation's records management procedures.

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8 Variations

Quilpie Shire Council may implement variations or amendments to this DAMP from time to time and, where relevant, will provide written notice to its employees setting out these changes.

Additionally, CASA may require *Quilpie Shire Council* to make specific changes to this DAMP, or to prepare a new DAMP, to ensure ongoing compliance.

Quilpie Shire Council can implement variations or amendments to this DAMP at any time. If these changes have not been directed by CASA, SSAA employees will be given written notice of the variations or amendments. Unless otherwise determined, such variations or amendments shall have the same force and effect as if included in this DAMP.

Variations and amendments are incorporated into this DAMP in accordance with the organisation's document control processes located *in InfoXpert*.

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9 Attachments

9.1 Documents, registers, records and forms

All documents and forms are located in InfoXpert and Safety Culture.

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Appendix A DAMP testing and response flowchart

The flowchart at Figure 1 below illustrates the organisation's DAMP testing and response program.

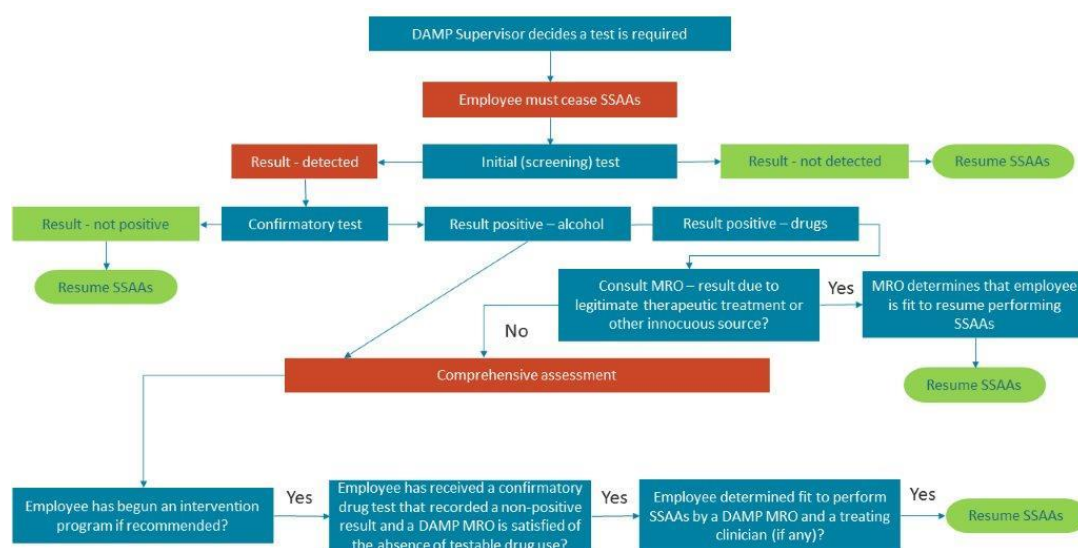


Figure 1: DAMP Supervisor Decision Flowchart

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14.7 HOUSING LEASE WITH SOUTH-WEST HOSPITAL AND HEALTH SERVICE**IX: 243036****Author: Janelle Menzies, Manager Governance and Compliance****Attachments: 1. Email Request for Lease Renewal 65-67 Galah Street [↓](#)****KEY OUTCOME****Key Outcome:** 4. Strong Governance**Key Initiative:** 4.3 Maintain good corporate governance**Key Outcome:** 1. Great Place to Live**Key Initiative:** 1.1 Well-planned and highly liveable communities**EXECUTIVE SUMMARY**

This report is to consider the renewal of the lease of Council house located on 65-67 Galah Street, Quilpie.

RECOMMENDATION

1. That the Council resolve:
 - (a) to enter into new annual residential tenancy lease agreements for the residential properties in the town of Quilpie – 65-67 Galah Street – with South West Hospital and Health Service for a period of one (1) year from 23 November 2023, as per the amount listed in the Cost Recovery Fees and Commercial Charges Register; and
 - (b) Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate, finalise, and execute any and all matters associated with or in relation to this lease agreement.

BACKGROUND

South West Hospital and Health Service (SWHHS) currently leases 65-67 Galah Street Quilpie.

A lease is a valuable non-current asset. The disposal of a non-current asset normally requires the Council to initiate a tender or auction process. However, since SWHHS is a government entity, Council can use an exception under Section 236 of the Local Government Regulation 2012 for the disposal of these leases (see Legal Implications section below for more information).

As per the adopted Council Fees and Charges for the FY23-24, the rental amount for the house will be increased by \$10.00 per week (see Financial and Resource Implications section below for more information).

OPTIONS

Council has no obligation to renew the current lease. As such, Council may decide to keep the house for its housing stock.

However, since there is a lack of housing in Quilpie Shire and the importance of services that SWHHS provides to the residents of the shire, it is recommended that Council renew the lease for the term of one (1) year.

CONSULTATION (Internal/External)

CEO – Justin Hancock

LEGAL IMPLICATIONS

Section 227 of the Local Government Regulation 2012 (the Regulation) requires that for the disposal of a valuable non-current asset, the Council must conduct a tender process. Land is considered as a valuable non-current asset and a grant of lease over land or building is considered a disposal of land, as per the Regulation.

However, Section 236 of the Regulation provides for circumstances where a local government may dispose of land through grant of a lease without a tender or auction process if it is disposed to a government agency.

As per Schedule 8 of the Regulation states ‘...the State, a government entity, a corporatized business entity or another local government ...’. SWHHS fulfils the requirement as it a Government owned corporation owned by the Government of Queensland.

POLICY AND LEGISLATION

Local Government Regulation 2012 (QLD)

FINANCIAL AND RESOURCE IMPLICATIONS

The rental amount for the property has increased as per below:

- 65-67 Galah Street, Quilpie - \$510/week increased to \$520/week

RISK MANAGEMENT IMPLICATIONS

Low

Janelle Menzies

Subject: FW: Lease Renewal

From: Daphne Kae
Sent: Wednesday, October 11, 2023 2:22 PM
To: Hannah Tully <HannahT@quilpie.qld.gov.au>
Subject: Lease Renewal

Hey Janelle!

I have spoken with QLD Health as tenants for 65-67 Galah Street, Quilpie and they have advised that they are wanting to renew for 12 Months at the increased rate as of November.
Can you please advise if Council are agreeable to extending the above lease for 12 months?

Thank-you!

Kind regards

Daphne



Daphne Kae
Residential Property Management
Toowoomba | Dalby | Chinchilla
M: 0428 497 158
P: 07 4542 7900
159 Margaret Street, Toowoomba City



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15 CONFIDENTIAL ITEMS

RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 275 of the Local Government Act 2012:

15.1 2023/24 Budget Review

This matter is considered to be confidential under Section 254J(3) - c of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the local government's budget.

15.2 Contractual Matter - Major event 2024

This matter is considered to be confidential under Section 254J(3) - g of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

15.3 Tender Consideration Plan - Purchase a minimum of four (4) x three (3) bedroom houses

This matter is considered to be confidential under Section 254J(3) - g of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

15.4 Native Title Claim Update

This matter is considered to be confidential under Section 254J(3) - e of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.

15.5 Outstanding Rates and Charges

This matter is considered to be confidential under Section 254J(3) - d of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with rating concessions.

- 16 LATE ITEMS**
- 17 GENERAL BUSINESS**
- 18 MEETING DATES**